

County of Gloucester
Human Resources Manual

CHAPTER 7: SECTION 7:	CONDUCT AND PERFORMANCE PROHIBITION OF DISCRIMINATION, HARASSMENT OR HOSTILE ENVIRONMENTS IN THE WORKPLACE	ADOPTED: 11/4/2009 REVISED: 7/24/2019
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Discrimination Complaint Processing Form - Exhibit F

INSTRUCTIONS: This complaint form should be filed with the County's Equal Employment Opportunity Officer.	
For detailed information on the complaint process, see the "County of Gloucester Model Procedures for Processing Internal Complaints Alleging Discrimination in the Workplace" on Page 2 and 3 of HR 7.7 Exhibit F.	
1. Name:	2. Telephone (Work):
3. Department/Job Title:	4. Telephone (Home/Mobile):
5. Home Address:	6a. Full name, title, and telephone number of person(s) you believe discriminated against you:
6b. Date(s) of discriminatory action(s):	
6c. Complainant's Status (Check applicable box): <input type="checkbox"/> Employee <input type="checkbox"/> Job Applicant <input type="checkbox"/> Vendor/Contractor <input type="checkbox"/> Other (Please specify)	
7. Basis of Discrimination:	
<input type="checkbox"/> Age <input type="checkbox"/> Affectional/Sexual Orientation <input type="checkbox"/> Ancestry <input type="checkbox"/> Atypical Hereditary Cellular or Blood Trait <input type="checkbox"/> Color <input type="checkbox"/> Creed <input type="checkbox"/> Disability	<input type="checkbox"/> Domestic Partnership Status <input type="checkbox"/> Familial Status <input type="checkbox"/> Gender Identity or Expression <input type="checkbox"/> Genetic Information <small>(including refusal to submit to or provide results of a genetic test)</small> <input type="checkbox"/> Liability for Military Service <input type="checkbox"/> Marital/Civil Union Status <input type="checkbox"/> Nationality
<input type="checkbox"/> National Origin <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sex/Gender (including pregnancy) <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Retaliation <small>(for having filed a discrimination complaint, investigation, or for opposing a discriminatory practice)</small>	
8a. Explain why you feel you have been discriminated against: <input type="checkbox"/> CHECK IF ADDITIONAL SHEETS ARE ATTACHED	
8b. Were the actions or behavior you are complaining about directed at, or said to, you ___ and/or another party ___ (third party harassment)?	
8c. Was the incident reported to anyone? YES ___ NO ___ If yes, who and when? _____	
8d. What remedy or resolution are you seeking? _____	
8e. If appropriate, as determined by the EEO Officer, are you willing to attempt to resolve your complaint through mediation or another alternative dispute resolution (ADR) process? <input type="checkbox"/> YES <input type="checkbox"/> NO	
8f. Complainant's Signature:	Date:
9. Have you filed a discrimination complaint with the	10. Have you filed a grievance on the issues / personnel actions described?
<ul style="list-style-type: none"> • N.J. Division on Civil Rights? <input type="checkbox"/> YES <input type="checkbox"/> NO • U.S. Equal Employment Opportunity Commission? <input type="checkbox"/> YES <input type="checkbox"/> NO 	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Completion of this part is voluntary. The information is to be used only for State and Federal record keeping and reporting requirements:	
SEX: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
RACE: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White	
ETHNICITY: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Two or More Races	
Note: In addition to filing an internal complaint, a Complainant has a right to use external complaint filing procedures available under state law (with the NJ Division of Civil Rights) and federal law (with the US Equal Employment Opportunity Commission). Detailed information is contained in the Model Procedures beginning on Page 2 of this form.	
DO NOT WRITE BELOW THIS LINE	
EEO/AA Officer Signature:	Date Received:

CHAPTER:	7 – CONDUCT AND PERFORMANCE	ADOPTED: 11/4/09
SECTION:	7 – PROHIBITION OF DISCRIMINATION, HARASSMENT OR HOSTILE ENVIRONMENTS IN THE WORKPLACE	REVISED: 7/24/19

**EXHIBIT F
COUNTY OF GLOUCESTER
MODEL OF PROCEDURES FOR PROCESSING INTERNAL COMPLAINTS ALLEGING
DISCRIMINATION IN THE WORKPLACE**



1. All employees and applicants for employment have the right and are encouraged to immediately report suspected violations of the County policy prohibiting discrimination in the workplace.
2. Every effort should be made to report complaints promptly. Delays in reporting may not only hinder a proper investigation, but may also unnecessarily subject the victim to continued prohibited conduct.
3. Supervisory employees shall immediately report all alleged violations of the County policy prohibiting discrimination in the workplace (Human Resources Manual: Chapter 7, Section 7) to the EEO Officer. Such a report shall include both alleged violations reported to the supervisor, and those alleged violations directly observed by the supervisor.
4. In order to facilitate a prompt, thorough and impartial investigation, all complainants are encouraged to submit a County of Gloucester Equal Employment Opportunity Internal Complaint Processing Form. An investigation may be conducted whether or not the form is completed.
5. During the initial intake of a complaint, the EEO Officer or authorized designee will obtain information regarding the complaint, and make recommendations to the County Administrator if interim corrective measures are necessary to prevent continued violations of the County’s policy prohibiting discrimination in the workplace.
6. At the EEO Officer’s discretion, a prompt, thorough, and impartial investigation into the alleged harassment or discrimination will be conducted by a third party designated as the EEO Investigator.

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7. An investigative report will be prepared by the EEO Investigator in collaboration with the EEO Officer or his or her designee when the investigation is completed. The report will include, at a minimum:
 - a. A summary of the complaint;
 - b. A summary of the parties' position; and
 - c. A summary of the facts developed through the investigation and an analysis of the allegations and facts.

8. The investigative report will be submitted to the County Administrator who will review the investigative report and make a determination as to whether the allegation of a violation of the County's policy prohibiting discrimination in the workplace has been substantiated. If a violation has occurred, the County Administrator or authorized designee will determine the appropriate corrective measures necessary to immediately remedy the violation.

9. The County Administrator or authorized designee will issue a final letter of determination to both the complainant(s) and the person(s) against whom the complaint was filed, setting forth the results of the investigation. To the extent possible, the privacy of all parties involved in the process shall be maintained in the final letter of determination.

10. Any employee or applicant for employment can file a complaint directly with external agencies that investigate discrimination/harassment charges in addition to utilizing this internal procedure. The time frames for filing complaints with external agencies indicated below are provided for informational purposes only. An individual should contact the specific agency to obtain exact time frames for filing a complaint. The deadlines run from the date of the last incident of alleged discrimination/harassment, not from the date that the final letter of determination is issued by the Administrator or designee.

**Employees may file complaints with the following external agencies:
New Jersey Department of Law & Public Safety
Division on Civil Rights (DCR)
(Within 180 days of the discriminatory act)**

Camden Regional Office
One Port Center, 4th Floor
2 Riverside Drive, Suite 402
Camden, NJ 08103
(856) 614-2550

Trenton Regional Office
140 East Front Street
6th Floor, P.O. Box 090
Trenton NJ 08625-0090
(609) 292-4605

Atlantic City Office
26 Pennsylvania Avenue
3rd floor
Atlantic City, NJ 08401
(609) 441-3100

**United States Equal Employment Opportunity Commission (EEOC)
(Within 300 days of the discriminatory act)**

Philadelphia District Office
801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
(215) 440-2600