

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	July 20, 2023	Page 1 of 16
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			OPI:	HRM	
			ATTACHMENT:	Attachment A-D	
			REVIEW DATE:	July 20, 2024	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM			
	NUMBER:	3800.1H			
Attachments:	Attachment A - DOC EEO Complaint Form Attachment B - List of EEO Counselors and Officers Attachment C - EEO Investigatory Interview, Confidentiality and Retaliation Prohibited Notice Attachment D - Exit Letter				

SUMMARY OF CHANGES:

Section	Change
Entire Policy	<i>Major edits and revisions have been made throughout policy.</i>
Added	Attachment A- Revised Attachment C- Revised Attachment D- Revised

APPROVED:



Thomas Faust, Director

7/20/2023

Date Signed

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1. **PURPOSE AND SCOPE.** To establish the organizational structure of the Equal Employment Opportunity (EEO) Program and Diversity Unit of the Department of Corrections (DOC). To set forth the policy and objectives of the EEO program. To set forth the procedure for reporting, investigating, and resolving EEO claims.
2. **POLICY.** DOC prohibits and has a zero-tolerance policy for acts of discrimination, sexual harassment, and retaliation. DOC is committed to promoting diversity and equal opportunity in all aspects of agency employment.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (Act), it shall be unlawful to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment; deprive any individual of employment opportunities, or otherwise adversely affect their status as an employee; fail to treat an employee affected by pregnancy, childbirth, a pregnancy-related or childbirth-related medical condition, breastfeeding, or a reproductive health decision in the same manner as it treats other employees with temporary disabilities for all employment-related purposes; to engage in harassment, including sexual harassment; to refuse to make a reasonable accommodation for an employee's religious observances, and for an employee who is a victim or a family member of a victim of domestic violence, a sexual offense, or stalking, when an accommodation is necessary to ensure the person's security and safety, unless doing so would cause an undue hardship; wholly or partially for a discriminatory reason based upon the actual or perceived: Race, Color, Religion, National Origin, Sex, Age, Marital Status, Personal Appearance, Sexual Orientation, Gender Identity or Expression, Family Responsibilities, Genetic Information, Disability, Matriculation, Political Affiliation, Status as a Victim or Family Member of a Victim of Domestic Violence, a Sexual Offense, or Stalking, Credit Information, or Homeless Status of any individual. Individuals found to have engaged in substantiated claims of unlawful employment discrimination, including retaliation, may be subjected to disciplinary action.
4. **PROGRAM OBJECTIVES.** The expected results of this program are:

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- a. To advise employees, employment applicants, contractors and volunteers of the DOC's prohibition on discrimination in adherence to fair employment practices, as governed by the U.S. Equal Employment Opportunity Commission, the D.C. Office of Human Rights, and D.C. Human Resources, to include:
 - 1) Discriminatory treatment,
 - 2) Unlawful Harassment by managers, co-workers, or others in the workplace,
 - 3) Denial of a reasonable workplace accommodation due to religious beliefs, pregnancy, or disability,
 - 4) Retaliation due to participation for informally complaining about discrimination, filing an EEO complaint, or participating as a witness in an EEO investigation or lawsuit.
- b. To promote equal opportunity in accordance with the law in all personnel actions such as selection, retention and promotion, compensation benefits, transfers, reduction-in-force (RIF), return from RIF, agency sponsored trainings, educational programs, and discipline.
- c. To provide counseling to, and/or recommendations for corrective or adverse action against, violators of federal and District EEO laws and policies, or other DOC policies.
- d. To promote cultural competence by providing diversity training aimed at enhancing employees' awareness, attitude, knowledge, and skills to effectively interact in a cross-cultural work environment.

5. DIRECTIVES AFFECTED

- a. **Directives Rescinded**

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PP 3800.1G Equal Employment Opportunity (EEO) Program
(12/19/16)

b. Directives Referenced

- 1) PP 3310.4 Sexual Harassment Against Employees
- 2) PP 3800.2 Accommodating Persons with Disabilities
- 3) Collective Bargaining Agreement between the District of Columbia and Fraternal Order of Police-Department of Corrections Labor Committee (CBA).

6. AUTHORITY

- a. Title VII of the Civil Rights Act of 1964 (Title VII), as amended.
- b. Title I of the Americans with Disabilities Act of 1990 (ADA), as amended.
- c. The Equal Pay Act of 1963 (EPA), as amended.
- d. The Age Discrimination in Employment Act of 1967 (ADEA), as amended.
- e. § 504 of the Rehabilitation Act of 1973, as amended.
- f. Family Medical Leave Act of 1993 (FMLA), as amended
- g. 29 Code of Federal Regulations 1600 *et seq.*
- h. D.C. Human Rights Act of 1977 (HRA), as amended.
- i. D.C. Family and Medical Leave Act (DCFMLA), as amended
- j. Protecting Pregnant Workers Fairness Act (PPW)
- k. D.C Municipal Regulations (DCMR) Title 4 – Human Rights and Regulations 100 *et seq.*
- l. Mayor’s Order 2000-131, August 21, 2000, “Uniform Language in D.C. Government Anti-Discrimination Issuances and Equal Employment Opportunity Notices.
- m. Mayor’s Order 75-230, October 31, 1975, as amended by Mayor’s Order 79-89, May 27, 1972.
- n. Mayor’s Order 79-204, September 14, 1979.
- o. 29 CFR 1600 *et. al.*
- p. Pregnant Workers Fairness Act, effective June 27, 2023

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- q. Title II of the Genetic Information Nondiscrimination Act of 2008
- r. Mayor's Order 2017-312 – Sexual Harassment Policy, Guidance and Procedures

7. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4th Edition, Administration of Correctional Agencies: 4-ALDF-6B-02, 4-ALDF-6B04-05, 4-ALDF-6B-07-08, 4-ALDF-7E-05.

- 8. APPLICABILITY.** This directive applies to all DOC employees, volunteers, contractors and applicants for employment with the DOC.

9. DELEGATION OF AUTHORITY

- a. The EEO and Diversity Manager. The EEO and Diversity Manager will administer the provisions of this directive and report to the Director, and appropriate, to Deputy Directors, matters pertaining to EEO and Diversity.
- b. The Manager will assess, evaluate, develop, implement, manage, oversee and promote EEO, diversity and fair employment practices operations of the agency. The Manager will provide guidance and technical assistance to the EEO Specialists and Counselors. The Manager will aid in the establishment of EEO training programs for agency employees. The Manager will establish procedures for handling EEO cases. The Manager will prepare EEO reports for the Director and external enforcement agencies. The Manager will establish policies and program statements for the EEO program. The Manager serves as the primary liaison to the U.S. EEOC and D.C. OHR.
- c. The EEO Specialist. The EEO Specialist (EOS) serves as a key advisor to the Manager. The EOS will respond to inquiries, complaints, and charges of employment discrimination, including sexual harassment, and will conduct investigations into the same. The EOS will conduct interviews of the Complainants (for internal complaints only), identified witnesses and the accused party. The EOS may be called upon to conduct Americans with

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Disabilities Act (ADA), discrimination, cultural competence, fair employment practices and sexual harassment training for agency employees. The EOS will submit to the EEO manager investigative summaries and findings with recommendations for the next course of action.

- d. The certified EEO Counselor - OHR certified EEO Counselors provide informal counseling to Complainants with the objective of resolving complaints at their lowest level. The Counselor only serves in an advisory, non-investigative role. All Counselors must be certified through the OHR prior to designation as a Counselor.

10. DEFINITIONS. For the purpose of this directive, the following definitions shall apply:

- a. **Adverse Action** - employer's acts that are motivated by discrimination or retaliation. For discrimination, the action must significantly change the employee's employment status. For retaliation, the action taken must have been taken after an engagement in protected activity and has the effect of likely dissuading an employee from engaging in protected activity in the future. Examples of adverse action include: unjustifiable change in assignments/posts, denial of promotion or raise, denial of transfer, decrease in compensation or benefits, unjustifiable negative evaluations, undue additional scrutiny, denial of training, failure to hire, threats and, termination.
 - 1) Adverse actions do not include petty slights and annoyances, minor teasing, offhand comments, or isolated incidents that are not continuous or affect any term or conditions of employment.
 - 2) Adverse actions do not include reasonable enforcement of disciplinary or any other agency related policies that are not motivated by retaliatory and discriminatory reasons and that would otherwise result in such adverse consequences.

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- b. **Age-** per the Age Discrimination in Employment Act (ADEA), it is unlawful to discriminate against any individual forty (40) years and older due to their age. Per HRA, it is unlawful to discriminate against anyone eighteen (18) years and older due to their age.
- c. **Business Day-** days of the week between, and including, Monday through Friday with the exception of government recognized holidays.
- d. **Color-** skin pigmentation or complexion.
- e. **Complainant-** an employee or applicant for employment who files a complaint of alleged unlawful employment discrimination.
- f. **Complaint-** an allegation of discriminatory, harassing, or retaliatory acts, based on a protected trait; an internal agency complaint, using the EEO Complaint Form (Attachment A), filed by an employee, or applicant for employment, alleging discrimination.
- g. **Charge of Discrimination-** an allegation of discriminatory, harassing, or retaliatory acts, based on a protected trait; an external enforcement agency complaint, filed by an employee, or applicant for employment, with OHR or the U.S. EEOC, alleging discrimination.
- h. **Disability-** a physical or mental impairment that substantially limits a major life activity.
- i. **Discrimination-** an action, practice or policy that results in negative and/or different treatment of an individual based on a protected trait.
- j. **Equal Employment Opportunity-** employment opportunity based solely on the merit and fitness of an individual without regard to any protected status or traits.
- k. **EEO Counselor-** District employee certified by OHR to provide informal counseling, in response to a complaint of discrimination by an employee or

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applicant, and conduct an informal inquiry with the affected party, as directed, with the objective of resolving the complaint at the agency level.

- I. **EEO Manager-** employee of the EEO and Diversity Unit, and per 29 CFR 1614.102 (b)(4) [Federal Sector Equal Employment Opportunity, Agency Program], shall be under the immediate supervision of the Agency Head (Director).
- m. **EEO Specialist-** employee of the EEO and Diversity Unit, shall be under the immediate supervision of the EEO and Diversity Manager, and authorized to conduct investigations of EEO complaints.
- n. **Family Responsibilities-** the state of being, or the potential to become, a contributor to the support of a person or persons in a dependent relationship, irrespective of the number of such persons including the state of being the subject of an order of withholding or similar proceedings for the purpose of paying child support or a debt related to child support.
- o. **Formal Complaint-** a complaint filed with the EEOC, OHR or the District of Columbia courts.
- p. **Gender Identity/Expression-** a gender-related identity, appearance, expression, or behavior of an individual, regardless of the individual's assigned sex at birth.
- q. **Genetic Information-** means information about the presence of any gene, chromosome, protein, or certain metabolites that indicate or confirm that an individual or an individual's family member has a mutation or other genotype that is scientifically or medically believed to cause a disease, disorder, or syndrome, if the information is obtained from a genetic test.
- r. **Harassment-** unwelcome conduct that is motivated by an individual's protected trait where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

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- s. **Marital Status-** being married, in a domestic partnership, single, divorced, separated, or widowed and the usual conditions associated therewith, including pregnancy or parenthood.
- t. **Matriculation-** enrolled in a college, or university; or in a business, nursing, professional, secretarial, technical or vocational school; or in an adult education program.
- u. **National Origin-** the country or area where one's ancestors are from.
- v. **Personal Appearance-** the outward appearance of any person, irrespective of sex, with regard to bodily condition or characteristics, manner or style of dress, and manner style of personal grooming, including, but not limited to, hair style and beards.
 - 1) It shall not relate to the requirement of cleanliness, uniforms, or prescribed standards when uniformly applied to a class of employees for a reasonable business purpose; or when such bodily conditions or characteristics, style or manner of dress or personal grooming presents a danger to the health, welfare or safety of any individual.
- w. **Political Affiliation-** belonging to or endorsing any political party.
- x. **Protected Activity-** asserting one's EEO rights to be free from employment discrimination by filing a complaint or being a witness in an EEO discrimination investigation, requesting an accommodation for a disability or religious practice, and resisting sexual advances, etc.
- y. **Protected Trait-** identities protected under federal and local equal employment laws and regulations. Protected traits include race, color, religion, national origin, sex (includes a person's gender, pregnancy and an individual's right to breastfeed), age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking.

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- z. **Pregnancy-** the state of carrying an embryo or fetus.

- aa. **Race-** classification or association based on an individual's ancestry, ethnicity, and/or physical traits.

- bb. **Religion-** a personal set or institutionalized system of attitudes, beliefs, and practices relating to a supernatural force or being, or its equivalent in secular faiths, including the presence or absence of commitment or devotion to any faith.

- cc. **Respondent** – the agency or individual (Accused) against whom the Complainant is alleging discrimination.

- dd. **Retaliation-** taking or threatening to take adverse employment actions against an employee because they have participated in a protected activity such as participating in an employment discrimination proceeding or opposing a practice believed to be discriminatory.
 - 1) Protected activity includes resisting or opposing discriminatory acts, oral or written complaints about discriminatory acts, and testifying at, assisting in, or otherwise participating in EEO matters. Such activity is protected regardless of whether the conduct of which the employee previously complained was actually proven.

- ee. **Sex-** the state of being biologically male, female, or intersex including medical conditions and reproductive health decisions associated therewith.

- ff. **Sexual Harassment** - unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
 - 1) The request to submit to such conduct is made, either explicitly or implicitly, a term or condition of employment;

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- 2) The submission to or rejection of such conduct is used as the basis for employment decisions; or
 - 3) Unwelcome conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment (See *also* PP 3310.4 and the Mayor's Order 2017-312 – Sexual Harassment Policy, Guidance and Procedures).
- gg. **Sexual Orientation**- an individual's romantic and/or sexual attraction for another person(s); includes relationship types such as a romantic, ethical non-monogamous, open relationships, polyamory, etc.
- hh. **Substantiated**- sufficient evidence was presented to sustain the allegations.
- ii. **Unfounded**- no evidence presented in support of the allegations.
- jj. **Unsubstantiated**- insufficient evidence was presented to sustain the allegations.

11. INTERNAL COMPLIANT PROCESS

- a. Complainants:
 - 1) An employee, contractor, volunteer or applicant who believes that they have been discriminated against because of race, color, religion, national origin, sex (includes gender, pregnancy, and an individual's right to breastfeed), age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking in connection with any aspect of District government employment may consult an EEO counselor, EOS or the EEO Manager within **one hundred eighty (180) days of the occurrence of the alleged unlawful discriminatory act**.
 - 2) Employees, contractors, volunteers or applicants are encouraged to make

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every effort to resolve their complaint at the lowest level. This may be done by contacting an OHR certified EEO Counselor/Officer. The current list of EEO Counselors/Officers may be found at www.o hr. dc. gov and/or Attachment B.

- 3) At any stage of the internal complaint process, the Complainant has the right to a representative of their own choosing. The Complainant and their representative will have a reasonable amount of time for preparation and presentation of the complaint, as permitted by the applicable union contract or District Personnel Manual.
- 4) If after the initial consultation with an OHR certified EEO Counselor/Officer, the employee wishes to file an agency internal complaint, the EEO Counselor/Officer will refer the Complainant to the EEO and Diversity Unit.
- 5) Using Attachment A, the Complainant will provide the discriminatory basis of the complaint and a detailed account of the incident/allegations, naming the respondent(s) (Accused), and any witnesses, prior to meeting with the agency's EOS.
- 6) The Complainant will submit the complaint by email to eeo.doc@dc.gov.

An incomplete complaint form (Attachment A), will be returned to the Complainant for completion, and will not be processed until the completed form is resubmitted to the EEO Unit.

- 7) The Complainant will have five (5) business days to respond to any inquiries from the EEO Counselor or EOS such as scheduling interviews or receiving additional information. Complainant's failure to respond or participate in the process, after filing a complaint, will result in its dismissal and administrative closure.
- b. The EEO Specialist will:
- 1) Conduct a thorough review of the allegations and circumstances underlying the complaint to include interviewing the Complainant, witnesses, the Accused, and any other party who may provide relevant information pertaining to the matter.

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- 2) If a prima facie case is established by the Complainant, conduct a formal investigation, within 30 days of the receipt of the complaint, and provide the appropriate closure memo, investigative summary/report to the EEO Manager.
- 3) When appropriate, disclose to the Director, through the EEO Manager, a summary of the investigation, and advise of any violations of anti-discrimination laws or the agency's EEO policy as well as potential recommendations for resolution or discipline.
- 4) The EEO and Diversity Manager will adhere to the same requirements as the EOS when the Accused has been identified as the Director, Deputy Director(s), Warden, Deputy Warden(s), Training Administrator, or Major(s).

12. INVESTIGATORY INTERVIEWS. Investigatory interviews are conducted during an EEO investigation by an EOS or the EEO and Diversity Manager. All interviews are recorded. All employees are required to make themselves available for an interview within seven (7) days of the investigator's request. All interviewees will be required to read and sign the EEO Investigatory Interview, Confidentiality and Retaliation Prohibited Notice (Attachment C). All employees are expected to be fully cooperative during the investigatory process. Interviewees or parties to the complaint are expected to be cooperative and forthcoming. Failure to fully participate in the EEO may result in disciplinary action.

13. FORMAL COMPLAINT PROCESS. Within fifteen (15) calendar days of receiving the Exit Letter (Attachment D) from a certified OHR EEO Counselor/Officer and a Notice to File a Formal Complaint, the Complainant may file a complaint with the D.C. OHR. Detailed procedures for filing may be found at www.ohr.dc.gov. Complainants also have the right to forego the administrative process by filing a formal complaint with the U.S. EEOC. Detailed procedures for filing with the EEOC may be found at www.eeoc.gov.

14. RESPONSIBILITIES. During Basic Correctional Training (BCT), Pre-Service Training, or In-Service Training, all employees are advised that discrimination is prohibited. All managers and supervisors are expected to take seriously all reported statements from employees, applicants and contractors of discrimination based on retaliation, harassment, or any other form of alleged discrimination that

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may adversely affect any terms or conditions of their employment. If a manager, supervisor or any DOC employee is contacted by an external party regarding discrimination claims, all managers, supervisors and DOC employees must immediately contact the EEO Unit and refer the party to the EEO Unit as well.

a. **Managers and Supervisors.** All managers and supervisor are responsible for:

- 1) Ensuring that the policies regarding EEO are communicated, implemented, and enforced.
- 2) Promoting a workplace that is free of discrimination and retaliation, and ensuring that complaints of such conduct are promptly forwarded to the Unit in accordance with DOC policy and procedure.
- 3) Monitoring the workplace to respond to and ensure that incidents of discrimination and retaliation are detected promptly and that each employee is aware of DOC's EEO/retaliation policy and complaint procedures.
- 4) Ensuring that employees who file EEO complaints are protected from retaliation.
- 5) Maintaining the confidentiality of employees who report evidence of discrimination or retaliation.
- 6) Forwarding complaints cooperating and complying with investigations of allegations of discrimination, and carrying out remedial and disciplinary orders of the Director and/or their designee.

b. **Employees-** Each DOC employee is responsible for:

- 1) Reviewing and becoming familiar with DOC's EEO policies and procedures.
- 2) Refraining from discriminatory or retaliatory conduct.
- 3) Refraining from using discriminatory or offensive language in the workplace.

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- 4) Refusing to tolerate or condone discrimination and/or retaliation by other employees.
- 5) Cooperating with the EEO Manager, the EOS, the EEO Counselors or DOC Supervisors/Office Administrators during an EEO proceeding.

15. PENALTIES

- a. Any employee found to have knowingly and intentionally made materially false statements or representations in relation to an EEO claim or investigation may be subject to discipline.
- b. Any employee found to engage in acts of coercion, intimidation, or interference towards those participating in the EEO process may be subject to discipline.
- c. Managers and supervisors who fail to report acts of discrimination or fail to take appropriate action to resolve issues of discrimination at the workplace may be subject to disciplinary action.
- d. The Director or their designee, upon recommendation from the Unit, will be responsible for ensuring that disciplinary action is taken against persons found in violation of the agency's EEO Policy and Procedure.
- e. Non-supervisory employees subject to discipline for EEO violations may engage in the appeals process as set forth in the CBA or the Chapter 16 of the District Personnel Manual.

16. DISSEMINATION. The DOC will comply with the statutory posting notices and ensure that such notices of employees' rights are displayed on all employee bulletin boards. Information will also be provided through usual mechanisms used by managers and supervisors as well as through training.

17. CONFIDENTIALITY OF RECORDS AND REPORTS

- a. All Specialists and the Manager will hold all EEO related information confidential. Confidential information is any information of any kind, nature, or description concerning matters affecting or relating to a Complainant's EEO

POLICY AND PROCEDURE		EFFECTIVE DATE:	July 20, 2023	Page 16 of 16
		SUPERSEDES:	3800.1G December 19, 2016	
		ATTACHMENTS:	Attachment- A-D	
		REVIEW DATE:	July 20, 2024	
SUBJECT:	EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM			
NUMBER:	3800.1H			
Attachments:	Attachment A – DOC EEO Complaint Form Attachment B – List of EEO Counselors and Officers Attachment C – EEO Investigatory Interview, Confidentiality and Retaliation Prohibited Notice Attachment D – Exit Letter			

complaint received either verbally or written. Information may be disclosed to authorized personnel in the following limited circumstances:

- 1) Complying with the investigative process of the local and federal agencies charged with enforcing or implementing such EEO laws or civil remedies, or
- 2) When the disclosure of information or documents is necessary to provide context to the witnesses in an effort to explain the allegations contained in the complaint, or
- 3) The Complainant has filed a civil complaint seeking damages or other relief and the file is requested by the Office of the General Counsel or an attorney in the Civil Litigation Division of the Office of the Attorney General in connection with the litigation, or
- 4) An affected party to the EEO matter in a disciplinary proceeding.
 - a) After the completion of an EEO investigation, requests for departmental records will be directed to the Department's Privacy Officer.
 - b) DOC will comply with all Federal and District mandatory reporting requirements. DOC will produce an annual report detailing the number of complaints received, investigated, and resolved.



THE GOVERNMENT OF THE DISTRICT OF COLUMBIA
EEO COMPLAINT FORM
D.C. Department of Corrections

Information required herein will assist EEO staff to determine the nature and extent of alleged discrimination, as defined by the federal/local antidiscrimination statutes.

1. COMPLAINANT'S INFORMATION

Date: _____

Name: _____

Home Address: _____

City, State ZIP: _____

Telephone # (Cell): _____

Telephone # (Home): _____

Telephone # (Work): _____

Tour of Duty: _____

Immediate Supervisor: _____

Name, Job Title

Telephone # (Work)

2. RESPONDENT'S INFORMATION (Person Accused)

Name: _____

Job Title: _____

Tour of Duty: _____

Work Address: _____

City, State ZIP: _____

Telephone #
(Work): _____

3. TYPE & BASIS OF COMPLAINT

Federal and District anti-discrimination laws forbid discrimination in every aspect of employment based on a combination of the protected traits or classes below. If you believe that you were discriminated against by the DC DOC, check the boxes that apply to identify the type and discriminatory basis of your complaint.

Type of Complaint:

☐ Retaliation

☐ Discrimination

☐ Harassment

☐ Sexual Harassment

Basis of Complaint (Protected Class): Why do you believe you were discriminated against?

☐ Race

☐ Marital Status

☐ Disability

☐ Color

☐ Personal Appearance

☐ Matriculation

☐ Religion

☐ Sexual Orientation

☐ Political Affiliation

☐ National Origin

☐ Gender Identity & Expression

☐ Status as a Victim, or Family Member of a Victim, of Domestic Violence, a Sexual Offense, or Stalking (“DVSOS”)

☐ Sex

☐ Family Responsibilities

☐ Credit Information

☐ Age

☐ Genetic Information

☐ Homeless Status

☐ DC FMLA

RETALIATION COMPLAINT ONLY

Check below if you believe were discriminated against because you:

☐ Filed a complaint of discrimination

☐ Gave testimony or otherwise participated in a discrimination investigation

☐ Opposed or objected to discrimination

☐ Other:

4. ISSUES

Which of the following Employment Actions were taken against you?

☐ Failure to Hire

☐ Failure to Promote

☐ Transferred

☐ Disciplined

☐ Demoted

☐ Terminated

☐ Denied Pay

☐ Denied Disability Accommodation

☐ Denied Religious Accommodation

☐ Other Term, Condition or Benefit of Employment (FMLA Leave, Work Equipment, etc.):

5. YOUR COMPLAINT

The complaint submission should include dates, times, locations, and brief descriptions of each incident of alleged discrimination, harassment, sexual harassment or retaliation. Please be advised that you may be asked to produce documentation in support of your claim. You may be asked to provide the names of witnesses in support of your claim. You may also be asked to identify individuals outside of your Protected Class who were treated more favorably than you, with respect to the Issues that are selected in Section #4 of your complaint of discrimination.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Employee's Signature

Date _____

Notice of Non-Discrimination

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the bases of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**IF REPRESENTED BY COUNSEL/UNION REPRESENTATIVE,
PLEASE PROVIDE THE FOLLOWING:**

Name: _____

Telephone/Fax: _____

Address: _____

DOC Office of EEO & Diversity



DC DOC Office of EEO & Diversity Staff and

OHR Certified EEO Counselor and Officer List

Name	Email	Office
Ms. Karin V. Green, Esq. Office of EEO & Diversity Manager	Karin.green@dc.gov	(202) 671-2108
Ms. Genice A. Fowler Equal Opportunity Specialist	Genice.fowler@dc.gov	(202) 671-2061



OHR CERTIFIED EEO COUNSELOR & OFFICER LIST

All individuals, including current employees, former employees and applicants, who believe they have been subject to discrimination in relation to any aspect of employment with the District of Columbia government, must first participate in Equal Employment Opportunity (EEO) Counseling and attempt resolution before filing a formal complaint with the District of Columbia Office of Human Rights (OHR).

Individuals must report discrimination claim(s) to a certified EEO Counselor within **180 calendar days** of discrimination or discovery thereof to attempt informal resolution of their claim(s). Individuals may report to an EEO Counselor from their agency or another agency. A list of EEO Counselors is available at OHR (www.ohr.dc.gov). Individuals have a right to representation of their choosing.

NOTE: EEO Counseling is not required for claims alleging sexual harassment and/or violation of the DCFMLA. Individuals may bring those claims directly to OHR.

FOR MORE INFORMATION:

DC Office of Human Rights
441 4th Street, NW, Suite 570 North
Washington, DC 20001
Phone: (202) 727-4559
Fax: (202) 727-9589
TTY: 711
E-mail: ohr@dc.gov

OHR CERTIFIED EEO COUNSELOR & OFFICER LIST **(STARTS NEXT PAGE)**

NOTE: Asterisk signs next to a name below indicate the following:

*General Counsel, Attorney-Advisor in the Office of General Counsel, or HR Manager who may not act as an EEO Counselor for their agency, but may assist Complainants who are not employed within their agency.

** **NOT** available to agencies who fall under DCHR's personnel authority or are only available for their own agency employees.

EEO Counselors

Agency	Name	E-Mail	Phone
BEGA	Lynn Tran	Lynn.tran@dc.gov	(202) 481-3402
DBH	Lisa Tapp	Lisa.tapp@dc.gov	
DCHR	Darien Pierce	darien.pierce@dc.gov	(202)-442-9618
DCNG	Vakisa Bragg	vakisa.bragg2@dc.gov	(202)770-9127
DCOA	Keisha Jefferson	Keisha.jefferson1@dc.gov	
DCOZ	Robert Reid	Robert.reid@dc.gov	(202) 727-5471
DCPC	Christopher Weber **	Christopher.weber@dc.gov	(202) 727- 6309
	Darlene Grant	darlene.grant@dc.gov	(202) 727-7098
DCPL	Moshi Barnard	Moshi.barnard1@dc.gov	(202) 519- 3224
	Herbert Malveaux	Herbert.malveaux@dc.gov	
DCPS	Melody Miller	Melody.miller@k12.dc.gov	
DDS	Helena Trimmer**	Helena.trimmer@dc.gov	(202) 730- 1735
DFS	Tanisha Walker	tanisha.walker1@dc.gov	(202) 481-3414
	Daniel Curtis	Daniel.curtis@dc.gov	(202) 727- 8266
	Jameel Harris	Jameel.harris1@dc.gov	202-510-1617
	Candice Williams	Candice.williams2@dc.gov	202-727-7287
	Eric Smith	eric.smith1@dc.gov	202-384-5799
DGS	Kala Sharp	Kala.sharp@dc.gov	
DFHV	Shalonda Fraizer	shalonda.frazier1@dc.gov	
DHCD	Tamika Newkirk	tamika.newkirk@dc.gov	
DHCF	Radeena Washington	Radeena.washington2@dc.gov	(202) 442-5937
DME	Tara Lynch	tara.lynch@dc.gov	(202) 257-8018
DMPED	Courtney Jefferson	Courtney.jefferson@dc.gov	(202) 741-0826
DMV	Montii Osei-Djan	Montii.osei-djan@dc.gov	(202) 729-7094

DOES	ShaQuana Carter	shaquana.carter@dc.gov	
DOH	Jill Woods	Jill.woods@dc.gov	(202) 442-9026
DOH	Mildred Anderson	Mildred.anderson@dc.gov	(202) 442-8969
DPR	Keneysha Anthony	keneysha.anthony2@dc.gov	
DPW	Preston Moore	preston.moore2@dc.gov	(202) 409-9121
DSLBD	Lincoln Lashley	lincoln.lashley@dc.gov	(202)674-2254
DYRS	Breanna Lewis	Breanna.lewis3@dc.gov	(202) 299-3704
FEMS	Travis Chase	travis.chase@dc.gov	
	Cyntrill Griffin	Cyntrill.griffin@dc.gov	(202) 425-4899
	Kiontea Herndon	Kiontea.herndon@dc.gov	(215) 594-6576
	Michael Freeman	Michael.freeman@dc.gov	(202)673-3202
	Monica Hayes	Monica.hayes@dc.gov	(202) 550-7663
	Nicole Liriano	Nicole.liriano@dc.gov	(202) 437-5717
HSEMA	Shawna Parks	shawna.parks@dc.gov	
MPD	Ashley Archer	Ashley.archer@dc.gov	(202) 805-3598
	Doreen Haines	Doreen.haines@dc.gov	(202) 727- 5978
	Enrique Simmons	Enrique.simmons@dc.gov	(202) 815-0640
	George Hill	George.hill@dc.gov	(202) 839-1326
	Lacie McMillan-Kenney	Lacie.mcmillan-kenney@dc.gov	(202) 679-2885
	Lorna Tucker- Jackson	Lorna.tucker-jackson@dc.gov	(202) 727-4129
	Perry Morgan	Perry.morgan@dc.gov	(202) 630-4855
	Rosemarie Lucero	Rosemarie.lucero@dc.gov	(202) 727-3354
	Tyshena Mongal	Tyshena.mongal@dc.gov	(202) 677-9150
	Tira Swinton	tira.swinton1@dc.gov	(202) 727-8742
OCTO	Derrick Johnson	Derrick.johnson@dc.gov	(202) 727-4000
OCTFME	Marcella Hicks	Marcella.hicks@dc.gov	(202)671- 0065
OIG	Atonia Cassidy**	Toni.cassidy@dc.gov	(202) 724-8700

ORM	Angela Mandel	Angela.mandel@dc.gov	
OSSE	Brandee Reed	Brandee.reed@dc.gov	(202) 727-5408
	Hope Turner	Hope.turner@dc.gov	(202) 481-3828
OUC	Ingrid Jackson	ingrid.jackson@dc.gov	
OVSJG	Tawana Stewart	Tawana.stewart@dc.gov	(202) 727- 1305
PSC	Khadysa Moore	kmoore@psc.dc.gov	(202) 626-1120
SCDC	Mia Hebb	Mia.hebb@dc.gov	(202) 727-8822
WASA	Amber Jackson		

END OF LIST

EEO Officers			
Agency	Name	E-Mail	Phone
ABRA	Martha Jenkins	martha.jenkins@dc.gov	(202) 442-4456
BEGA	Rashee Raji	rashee.raji@dc.gov	(202) 336-2243
BOE	Terrid Stroud	tstroud@dcboe.gorg	(202) 727-2194
CAB	Mark Poindexter**	Mark.poindexter@dc.gov	(202) 727-6597
CAH	Denise Jackson	denise.jackson2@dc.gov	
CJCC	Robin Jackson	robin.jackson@dc.gov	
DBH	Lisa Tapp	lisa.tapp@dc.gov	202 671-4072
DCHA	Ronnie Thaxton**	rthaxton@dchousing.org	(202) 830-9171
DCHBX	Jennifer Libster **	Jennifer.libster@dc.gov	(202) 730-1656
DCHR	Pamela Dunbar	pamela.dunbar@dc.gov	contact via teams
DCNG	Denette Baber**	Denette.baber@dc.gov	(202) 685-9840
DCOA	Keyana McNeil	keyana.mcneill@dc.gov	202-615-7430
DCOZ	Tracey Rose**	Tracey.rose@dc.gov	(202) 729-7076
DCPL	Alicia McNeal	alicia.mcneal@dc.gov	
DCRA	Tanya Ricks	Tanya.ricks1@dc.gov	(202) 442-9538
DCSC	Maeghan Buckley	maeghan.buckley@dc.gov	202-727-7934
DDOT	Luisa Nguyen	Luisa.nguyen@dc.gov	(202) 299-2190
DFS	Dale Jennings	dale.jennings@dc.gov	(202)727-8329
DGS	Shawn Winslow	shawn.winslow@dc.gov	
DHCD	Pamela Hillsman	pamela.hillsman@dc.gov	(202) 442-7251

DHS	Raemond Parrott	raemond.parrott@dc.gov	
DISB	Michael Ross	michael.ross@dc.gov	
DMV	Odessa Nance	Odessa.nance@dc.gov	(202)729-7076
DOES	Tracey Langley	does.eeo@dc.gov	
DOH	Mildred Anderson	mildred.anderson@dc.gov	
DPR	Lesley Long	lesley.long@dc.gov	202-538-2158
DPW	Kim McDaniel	kim.mcdaniell@dc.gov	
DYRS	Alicia McNeal	alicia.mcneal@dc.gov	(202) 299-3104
FEMS	Kenneth Hunter	Kenneth.hunter@dc.gov	(202) 715-7594
MPD	Alphonso Lee	Alphonsoa.lee@dc.gov	(202) 645-0886
OAH	Shawn Nolen	shawn.noel@dc.gov	202-671-4474
OCME	Rodney Adams	Rodney.adams@dc.gov	(202) 698-9005
OCTO	Rosalyn McKine	Rosalyn.mckine@dc.gov	(202) 727-0062
ODR	Abby Volin	Abby.volin@dc.gov	(202) 288- 3167
OHR	Albert Santiago	albert.santiago@dc.gov	
ORM	Susana Suarez	Susana.suarez@dc.gov	(202) 727-3475
OPC	Thaddeus Johnson	tjohnson@opc-dc.gov	
OTA	Nicole McEntee	nicole.mcentee@dc.gov	
OVSJG	Tawana Stewart	tawana.stewart@dc.gov	202-727-1305
PSC	Rodney Wilson**	rwilson@psc.dc.gov	(202) 626-9204
WASA	George Spears	george.spears@dcwater.com	

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



OFFICE OF EEO & DIVERSITY

**EEO Complaint Investigatory Interview,
Confidentiality & Retaliation Prohibited Notice**

Date: _____
In the Matter of: _____
Case Number: _____

You have been identified as a witness, or the subject (Complainant or Accused), in an Equal Employment Opportunity (EEO) investigation conducted by the Office of EEO and Diversity. Therefore, you are scheduled for a virtual or in-person administrative investigatory interview with the Office of EEO & Diversity on (Date and Time). You have the right to select a representative of your choosing to be present during the investigatory interview, but they may not answer any questions on your behalf. Your representative may provide counsel and assist in presenting facts. However, in no case shall a representative be permitted to be present if they are implicated in the investigation. You have the right to select an alternate representative if your representative is disqualified for the aforementioned reason. Should you request representation, the date of the investigatory interview shall be delayed no longer than (5) business days to give you an opportunity to obtain representation. However, if you are unable to secure representation, the Office of EEO & Diversity will proceed with the investigatory interview.

Information discussed in EEO investigatory interviews will remain confidential among the person conducting the interview, the employee's representative, and the employee being interviewed. Be advised, it is unlawful to retaliate against applicants or employees for asserting their EEO rights to be free from employment discrimination. Asserting these rights is considered "protected activity," and it can take many forms. For example, filing a complaint or being a witness in an EEO discrimination investigation, requesting an accommodation for a disability or religious practice, and resisting sexual advances, or intervening to protect others.

_____ Employee Name (Print)	_____ Signature	_____ Date
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_____ Interviewer (Print)	_____ Signature	_____ Date
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_____ Representative Name (Print)	_____ Signature	_____ Date
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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**



FROM: Name of EEO Counselor
Position Title
Name of Agency where EEO Counselor is employed

TO: Name of Employee
Position Title
Address

SUBJECT: **Exit Letter & Notice of Right to File a Formal Complaint**

DATE: (Date of Exit Letter)

Dear Employee [insert name]:

On _____ [date of initial contact], you contacted me regarding a claim that you have been _____ [discriminated/retaliated/harassed/sexually harassed] by _____ [name of person, title, and agency] based on your _____[insert protected trait(s)].

Case Summary

During the internal case review process, you presented _____ [summary of issues, bases, and facts presented by the employee]. In response to your concerns, I reviewed the circumstances of your case. Finally, I attempted to informally resolve the claim which was met with a (successful/unsuccessful) outcome.

Notice of Right to File a Formal Complaint

At this time, this Exit Letter is being provided to inform you that if your complaint has not been resolved to your satisfaction, you may file an individual or class-based discrimination complaint based on race, color, national origin, religion, sex(including pregnancy), age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, family and medical leave act, and/or reprisal. If you choose to file a formal complaint, you must do so with the Office of Human Rights (OHR) within FIFTEEN (15) calendar days of your receipt of this letter.

OHR also requires that you fill out an Intake Questionnaire and schedule an intake interview with their office within FIFTEEN (15) calendar days of receipt of this letter.

The address and contact information is as follows:

Office of Human Rights
441 4th Street NW
Suite 570 North
Washington DC 20001
Phone: 202-727-4559
ohr.dc.gov

A complaint shall be deemed timely if it is received or postmarked before the expiration of the fifteen (15) day filing period, or in the absence of a legible postmark, if it is received by mail within five days of the expiration of the filing period. If the complaint is not filed within 15 calendar days, the complaint shall be dismissed by the Office of Human Rights as untimely. The complaint must be specific and contain only those issues specifically discussed with me, or those which are directly related to the issues that you discussed with me.

If you retain an attorney or any other person to represent you, you or your representative must immediately notify the DC Office of Human Rights in writing. You are also required to provide any change of address and/or telephone information. You and/or your representative will receive a written acknowledgment of your discrimination complaint from the appropriate OHR agency official.

Employee Counselor (print name & signature) Date

EEO Counselor (print name & signature) Date