



STATE OF CONNECTICUT

LT. GOVERNOR SUSAN BYSIEWICZ

DISCRIMINATION COMPLAINT PROCEDURE

This procedure addresses complaints alleging discrimination, including harassment, and/or alleging retaliation for exercising any rights related thereto, based upon any legally protected class, including race, color, religious creed, age, sex, pregnancy, national origin, ancestry, marital status, sexual orientation, gender identity or expression, learning disability, physical disability (including, but not limited to, blindness), present or past history of mental disability, intellectual disability, genetic information, criminal record history and/or military or veteran status. Additionally, any member of the public alleging discrimination related to a qualifying disability by the Office of Lt. Governor in the provision of services, activities, programs or benefits may use the Discrimination Complaint Procedure. Questions regarding this Discrimination Complaint Procedure may be directed to the Lt. Governor's Office Equal Employment Officer (EEO), Alicia Nunez, or to the Lt. Governor's Office Chief of Staff, Adam Joseph. In addition, any person may request a copy of this procedure in an alternative format by contacting the EEO.

The Lt. Governor's Office EEO may be contacted at: Alicia Nunez, Equal Employment Opportunity Director, 450 Columbus Boulevard, Suite 1501, Hartford, CT 06103, (860) 713-5317, alicia.nunez@ct.gov.

The Lt. Governor's Chief of Staff may be contacted at: Adam Joseph, Chief of Staff, Office of the Lt. Governor, 210 Capitol Ave, Rm 304, Hartford, CT 06106, 860.524.7341, Adam.Joseph@ct.gov

All employees are expected to cooperate fully with all administrative complaint investigations and any actions taken by the Lt. Governor's office as a result of such investigations.

Counseling

The Lt. Governor's Office is committed to providing a work environment in which all people are treated with respect and dignity. Accordingly, our EEO and EEO Unit staff are available to meet with employees who wish to raise a particular issue or who have questions or concerns about the Lt. Governor's Anti-Harassment and Anti-Discrimination Policy. Individuals requesting such a meeting may choose to meet in a private area. Issues discussed during such counseling sessions will be kept as confidential as possible.

During such counseling sessions, the participants will be informed of state and federal anti-discrimination laws and participant's right to file directly with the CCHRO (as described below) or other appropriate enforcement agencies. The purpose of this information is to assist participants in keeping open their options for filing with these other agencies. Participants will be provided with applicable policies and will be given a copy of this Discrimination Complaint Procedure.

Internal Complaint Process

All complaints alleging discrimination or retaliation should be filed as soon as possible after the alleged act of discrimination or retaliation and, absent extenuating circumstances, no later than thirty (30) days from the date of the alleged act.

Complaints should be made in writing to the EEO or to the Lt. Governor's Chief of Staff, Adam Joseph, at their contact information above. Complaints may also be made verbally. Accommodations to the filing process may be made available for persons with disabilities upon request. The day the complaint is received will be treated as the filing date of the complaint.

Each complaint must include:

- The full name and address of the complainant;
 - The full name and work address of the alleged respondent;
 - A brief description of the alleged act(s) of discrimination and location(s)
 - The date(s) of the alleged act(s)
 - The complainant's protected class(es);
 - The complainant's signature and date.
- 1) The EEO Unit shall notify the alleged respondent that a complaint has been filed.
 - 2) The EEO Unit shall notify the Lt. Governor of the allegations.
 - 3) The EEO Unit shall work to facilitate conciliation between the complainant and the alleged respondent where there is an indication that both parties may be willing to work together towards a resolution.
 - 4) If, after reasonable efforts, no conciliatory agreement is reached, the EEO Unit shall continue with the investigatory process, keeping the Lt. Governor informed of its progress.
 - 5) The EEO Unit shall investigate all complaints and prepare a summary of the findings for administrative review. The investigative process shall not exceed ninety (90) days.
 - 6) The EEO Unit and/or staff will provide written notification of the final determination to the parties and to the Lt. Governor.
 - 7) Each complainant shall be advised that if he or she disagrees with the finding, he or she retains the right to pursue a remedy through other administrative and/or legal channels, including filing a complaint with appropriate enforcement agencies.
 - 8) If the investigation of the complaint indicates a policy violation occurred, the findings will be reviewed with the Lt. Governor (or designee), who will determine appropriate disciplinary action.

Legal Remedies

This policy does not affect the right of any complaint to pursue a remedy through other administrative, and/or legal channels or with appropriate enforcement agencies. In addition to the foregoing procedure, any person who believes he or she has been the subject of any act of unlawful discrimination may file a complaint of discrimination with:

1. Connecticut Commission on Human Rights & Opportunities (CCHRO)
Capital Region Office, 999 Asylum Avenue, 2nd floor
Hartford, CT 06105
(860)566-7710 or 1105.
(860)566-7710 (TDD also)
(860)566-1997 (FAX)
*Complaints must be filed with the CCHRO no later than one hundred and eighty (180) days after the alleged act of discrimination occurred.
2. Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 government Center
Boston, MA 02203
(800) 669-4000 (Voice)
(800) 669-6820 (TDD)
*Complaints must be filed with the EEOC no later than three hundred (300) days after the alleged act of discrimination occurred.
3. Department of Justice (DOJ)
Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 66118
Washington, DC 20507
(202) 514-0301 (Voice)
(202) 514-0383 (TDD)
4. Any other state, federal or local agency, including the United States Department of Labor, Wage, and Hour Division, that enforces laws concerning discrimination in employment.

Protection from Retaliation

The Lt. Governor's Office strictly forbids retaliation against employees who report discriminatory acts or who participate in internal or external investigations. The Office of the Lt. Governor shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with an individual in the exercise or enjoyment of his or her rights under the Federal or State law or because an individual aided or encouraged any other individual in the exercise of such rights. The Lt. Governor's Office will take any appropriate administrative actions necessary to prevent

and/or correct any retaliatory measures. All employees are strongly urged to report all instances of retaliation to the EEO or to the Lt. Governor's Office Human Resources Representative:
**Theresa Judge, 450 Columbus Blvd., Suite 1404, Hartford, CT 06103, (860) 713-5319,
Theresa.Judge@ct.gov.**

Susan Bysiewicz
Lt. Governor, State of Connecticut
07/2019