



State of Connecticut
Governor Ned Lamont

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, material 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 the Governor in the provision of services, activities, programs or benefits may use the Discrimination Complaint Procedure. Question regarding this Discrimination Complaint Procedure may be directed to the Governor's Office Equal Employment Officer (EEO), Alicia Nunez, or to Associate General Counsel Walter Menjivar. In addition, any person may request a copy of this procedure in an alternative format by contacting the EEO.

The 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 Governor's Associate General Counsel may be contacted at: Walter Menjivar, Associate General Counsel, Office of the Governor, 210 Capitol Ave., Rm 212, Hartford, CT 06106, (860)-578-0758.

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

Counseling

The Governor's Office is committed to providing a work environment in which all people are treated with respect and dignity. Accordingly, DAS's Equal Employment Opportunity Director (Alicia Nuñez) and the Governor's Office's Associate General Counsel, Walter Menjivar, are available to counsel employees with questions or concerns about the Governor's Office anti-discrimination policies. Any individual requesting counseling can meet with Alicia Nuñez or Walter Menjivar in a private area. Issues discussed during such counseling sessions will be kept as confidential as possible, consistent with the Governor's Office and DAS's legal obligations.

During such counseling sessions, the participants will be advised of their rights under state and federal anti-discrimination laws and the right to file directly with the CCHRO or other appropriate enforcement agencies to ensure that legal options for filing with these agencies are not foreclosed. Participants will be provided with applicable Governor's Office policies and will be given a copy of the Governor's Office Discrimination Complaint Process.

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 Associate General Counsel Walter Menjivar, at their contact information above. Complaints may also be made verbally. Accommodations to the filing process will 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 contain the following:

- The full name and address of the complainant;
 - The full name and work address of the 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 respondent that a complaint has been filed.
 - 2) The EEO unit shall notify the Governor of the allegations.
 - 3) The EEO Unit shall work to facilitate conciliation between the complainant and the respondent where there is an indication that both parties are 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 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 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 Chief of Staff (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)
Capitol Region Office, 450 Columbus Blvd, Suite 2
Hartford, CT 06103
(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 has 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 Governor's Office strictly forbids retaliation against employees reporting discriminatory acts or participating in internal or external investigations. Agents of the Governor's Office shall not retaliate against, coerce, intimidate, threaten, harass, or interfere with any individual exercising or enjoying his or her rights under Federal or State law or because an individual aided or encouraged any other individual in the exercise of rights granted or protected by State or Federal law. The 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 Alicia Nuñez, Equal Employment Opportunity Director, at (860)713-5317 or to Walter Menjivar, at (860) 524-7369.