



INTERNAL DISCRIMINATION COMPLAINT PROCEDURE

For Current DOL Employees and Prospective DOL Employees Only

Purpose:

Pursuant to Connecticut Agency Regulations Section 46a-68-89, the Department of Labor (DOL) has established an internal discrimination complaint procedure whereby current DOL employees and prospective DOL employees alleging discrimination or illegal harassment on the basis of race, color, sex, national origin, age, ancestry, religious creed, marital status, sex (including sexual harassment, and pregnancy), sexual orientation, genetic information, mental disability (past or present), physical disability including but not limited to blindness, intellectual impairment, learning disability, gender identity and expression, workplace hazards to reproductive systems, criminal record, veteran status, and victim of domestic violence may seek redress through this internal discrimination complaint procedure. To ensure that each employee is informed of their right to utilize this internal discrimination complaint procedure, copies are posted and available via the DOL's internet and intranet sites. This internal discrimination complaint procedure is also posted at all agency locations, is part of Human Resource's new employee orientation packet, and is referenced in the DOL employee handbook. To ensure that each applicant for employment (i.e. prospective DOL employees) is informed of their right to utilize this internal discrimination complaint procedure, copies are posted and available via the DOL's internet site under the Office of Diversity and Equity Programs' web page. The information that is provided to current DOL employees and prospective DOL employees includes notification of the confidentiality of this procedure.

Procedure:

1. All complaints alleging discrimination, illegal harassment (including sexual harassment), hostile work environment, harassment, or retaliation shall be filed within thirty (30) days of the alleged incident or knowledge of the alleged incident. The filing, investigation, and resolution of a complaint shall not exceed ninety (90) days.
2. All complaints must be in writing on the DOL IDC-1 form. The filing date of the complaint is the date a completed and signed IDC-1 is received by the ODEP. All complaints, informal, and formal are confidential to the extent of the law.
3. Each complaint shall contain:
 - a. The full name, job title, protected class status relevant to the complaint (if known), work address, and contact information of the complainant(s).
 - b. The full name, job title, protected class status relevant to the complaint (if known), work address, and contact information of the respondent(s).
 - c. A concise description of the alleged incident.
 - d. The date(s) the alleged incident occurred.
 - e. The full name, job title, work address, and contact information of witness(es).
4. The ODEP will issue each complainant correspondence acknowledging the receipt of the complaint and shall include:
 - a. A list of enforcement agencies outside of the DOL.
 - b. An advisement the complainant may exercise any contractual rights pursuant to any applicable collective bargaining agreement.



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5. Each complaint received will be evaluated by the ODEP. The ODEP will make a determination as to whether:
 - a. the matter complained of is plausibly related to an individual's protected class status;
 - b. the subject of the complaint is confined to the DOL's policies and/or personnel;
 - c. the allegations of discrimination are subject to verification by investigation confined to the DOL's policies and personnel; and
 - d. the complaint would be more appropriately investigated and/or resolved in some manner other than the DOL's internal discrimination complaint procedure. If the IDC-1 filed does not contain allegations that are within the ODEP's purview, the ODEP will not retain the complaint for investigation and may refer the complaint to the proper department to address.
6. Any complainant whose complaint is dismissed, retains the right to file their complaint with federal, state, or local enforcement agencies, as well as to pursue any contractual remedies.
7. After a completed and signed IDC-1 is received and the complaint therein is deemed to be within the ODEP's purview, the ODEP will meet with the complainant(s) to perform an intake of the complaint.
8. The ODEP shall, as a matter of regular practice, attempt to mediate an informal resolution to any complaint, within its jurisdiction, raised by a current DOL employee or a prospective DOL employee at the lowest level possible prior to initiating an investigation.
9. If the ODEP determines the IDC-1 contains allegations that are within the ODEP's jurisdiction and mediation is unsuccessful, an investigation will commence. The Commissioner and all parties to the complaint will be notified that the ODEP retained a complaint for investigation.
10. All DOL employees must cooperate with the ODEP and are entitled to union representation (if applicable).
11. The ODEP shall have unrestricted access to any physical and electronic documents, files, records, and personnel within the DOL's jurisdiction that the ODEP deems relevant to the investigation of an internal discrimination or illegal harassment (including sexual harassment) complaint.
12. Once the ODEP has concluded the investigation, an investigation report of the finding(s) shall be submitted to the Commissioner with recommendation(s) for resolution. Upon completion of the Commissioner's review, all parties to the complaint will be notified (in writing) of the finding.
13. Each complainant retains the right to pursue the complaint through federal, state, or local enforcement agencies, as well as through any contractual remedies. Each complainant and each respondent shall have ten (10) business days from the date on the notice of the ODEP's finding(s) to file a written appeal with the Commissioner.
14. The Commissioner shall issue a written determination within sixty (60) business days of receiving a request for an appeal of the ODEP's finding(s). The Commissioner's determination shall be final under this internal discrimination complaint procedure. All parties to the



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complaint and the ODEP will receive written notification of the Commissioner’s determination.

15. The ODEP will also exercise every precaution to ensure any physical and electronic documents, files, and records accessed, and any individuals interviewed during an investigation are treated as confidential, and shall resist requests for disclosure, except where disclosure is required by law. Upon the conclusion of an investigation, all physical and electronic files and records of an investigation shall be confidentially maintained by the ODEP, except where disclosure is required by law.
16. If a complaint is against the Commissioner of DOL or the ODEP, complainant(s) are advised to utilize the complaint procedure of the Connecticut Commission on Human Rights (CHRO) and/or the Federal Equal Employment Opportunity Commission (EEOC).
17. Any individual that exercises rights under this procedure, is alleged to have violated this policy, or is a witness shall not be subjected to retaliation by any employee of this agency. All allegations of retaliation will be handled as a separate complaint.
18. Allegations of retaliation that are substantiated may subject the perpetrator(s) to disciplinary action up to and including termination by the DOL Human Resources Department in addition to any sanctions imposed by federal or state laws.

The ODEP participates in state and national trainings relative to counseling and grievance investigations and resolution.

External Enforcement Agencies:

Every complainant shall be advised of their right to simultaneously file a discrimination complaint with the following enforcement agencies:

CT Commission on Human Rights & Opportunities (CHRO)*

450 Columbus Blvd., Suite 2, Hartford, CT 06103-1835

Tel. (860) 541-3400 ~ CT Toll Free: 1-800-477-5737 ~ TDD: (860) 541-3459

**Complaints must be filed within 300 days of the date of the discriminatory act(s).*

CHRO Regional Offices:

<p>Capitol Region Office 450 Columbus Blvd., Suite 2 Hartford, CT 06103-1835 Tel: (860) 566-7710 Fax: (860) 566-1997 TDD: (860) 566-7710</p>	<p>West Central Region Office Rowland State Government Center 55 West Main St., Suite 210 Waterbury, CT 06702-2004 Tel: (203) 805-6530 Fax: (203) 805-6559 TDD: (203) 805-6579</p>
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Eastern Region Office 100 Broadway Norwich, CT 06360 Tel: (860) 886-5703 Fax: (860) 886-2550 TDD: (860) 886-5707	Southwest Region Office 350 Fairfield Ave., 6th Floor Bridgeport, CT 06604 Tel: (203) 579-6246 Fax: (203) 579-6950 TDD: (203) 579-6246
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Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Tel: 800-669-4000
Fax: 617-565-3196
TTY: 800-669-6820
ASL Video Phone: 844-234-5122

***Complaints must be filed within 300 days of the date of the discriminatory act(s).*

CT DOL Wage and Workplace Standards***

CT Dept. of Labor
200 Folly Brook Blvd.
Wethersfield, CT 06109
Tel: 860-263-6790

**** Handles non-discriminatory workplace law violations.*

(This Internal Discrimination Complaint Procedure supersedes the Discrimination Complaint Process dated August 30, 2022)

A handwritten signature in blue ink that reads "Danté Bartolomeo".

Danté Bartolomeo
Commissioner of the CT Department of Labor

4/18/23

Date