

## **GUIDELINES FOR FILING DISCRIMINATION/HARASSMENT COMPLAINTS**

The Equal Opportunity Division encourages all employees of Santa Clara County to resolve problems at the lowest possible level, i.e., on a one-to-one basis first. Employees, who feel that they are, or might be subjected to discrimination or harassment based on the following factors protected by law, should follow the recommendations provided below. We recommend these steps be followed by any employee.

### ***IF YOU ARE SUBJECT TO DISCRIMINATION OR HARASSMENT BASED ON:***

- Age
  - Ancestry
  - Color
  - Culture
  - Disability
  - Gender Identity
  - Marital Status
  - Medical Condition  
(Genetic Characteristics)
  - National Origin
  - Organizational Affiliation
  - Political Belief
  - Pregnancy
  - Race
  - Religious Belief
  - Sex/Gender
  - Sexual Harassment
  - Veteran Status
- Association with any individual in any of these groups  
Or
- Retaliation for filing a complaint or speaking up about discrimination

### **YOU SHOULD DO THE FOLLOWING;**

1. Contact your immediate supervisor, or contact another manager within your agency or department, or
2. Contact the Equal Opportunity Officer/ Advisor for your agency or department, or
3. Contact the Equal Opportunity Division at (408) 993-4840

### **THE EQUAL OPPORTUNITY DIVISION AT (408) 993-4840 WILL:**

- 1) Listen to you
- 2) Look into your issue or concern
- 3) Work with you, management and other parties to resolve the problem
- 4) Follow-up with management and other parties to ensure that the resolution is effective
- 5) Monitor the situation to ensure that retaliation does not occur

To file a complaint with a Federal Agency contact:

The Equal Employment Opportunity Commission (EEOC)  
96 North Third Street, San Jose, CA 95112  
(408) 291-7352

To file a complaint with a State Agency contact:

Department of Fair Employment and Housing (DFEH)  
2218 Kausen Drive, Suite 100, Elk Grove, CA 95758  
(800) 884-1684

You may also file a grievance with your union representative.