



# HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

## HR-03: Unlawful Discrimination Policy (effective: 1/2010)

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### **Introduction**

The Georgia Building Authority (GBA), Georgia State Financing & Investment Commission (GSFIC), and the State Property Commission (SPC) are equal opportunity employers and do not discriminate on the basis of race, color, sex, national origin, disability, sexual orientation, age, or religious or political opinions or affiliations (“unlawful discrimination”). Unlawful discrimination or sexual harassment will not be tolerated, and all complaints of unlawful discrimination or sexual harassment will be addressed promptly and thoroughly.

### **Right to File Complaint**

Employees alleging unlawful discrimination or sexual harassment may file a formal complaint in accordance with the internal Unlawful Discrimination Complaint Procedure. Employees are encouraged to discuss and seek resolution to complaint issues with their supervisor prior to filing a formal complaint but should not be discouraged from filing a formal complaint. Employees may also file a complaint with the United States Equal Employment Opportunity Commission (EEOC). Employees cannot concurrently process complaints under the Unlawful Discrimination Complaint Procedure and with any external enforcement agency such as the EEOC.

Reprisal due to filing complaints or cooperating in the investigation of a complaint is prohibited.

### **Unlawful Discrimination Complaint Procedure**

To file a complaint, employees shall complete the *Unlawful Discrimination Complaint Form* (see attachment) and file it with the Director of Human Resources along with any supporting evidence. Complaints must be received within ten (10) work days of the alleged discriminatory or harassing act or within ten (10) days of the date the employee first learns of the alleged discriminatory or harassing act, whichever is later.

Within ten (10) days of receiving a Complaint, the Director of Human Resources shall:

- Acknowledge receipt of the Complaint in writing; and
- Notify the appropriate management official(s) of the status of the Complaint

### **Investigation**

Within forty-five (45) work days of receiving the complaint, the Director of Human Resources shall:

- Contact the complainant and appropriate management officials to arrange for the investigation;
- Conduct the investigation; and
- Compile a report of findings and recommendations

### **Complaint Determination**

Within ten (10) work days, the Director of Human Resources will issue a letter of final determination to the complainant and appropriate management official(s). If it is determined that unlawful discrimination or sexual harassment occurred, the final determination will include directives for appropriate corrective action or disciplinary action, up to and including separation from employment, of those determined to be involved.

The Director of Human Resources may propose and discuss with relevant individuals possible resolutions to the complaint, prior to or after the issuance of the letter of final determination.

For information or assistance, please contact the Human Resources Department.

Attachment #1 -*UNLAWFUL DISCRIMINATION COMPLAINT FORM*