

Anti-Discrimination Policy Complaint Procedure

1. Introduction

This document outlines the procedure for filing a complaint under the anti-discrimination policy.

2. Eligibility

Any employee or individual associated with the organization may file a complaint regarding discrimination.

3. Reporting Procedures

- Step 1: Submit a written complaint to the designated officer.
- Step 2: Include relevant details such as dates, locations, and witnesses.
- Step 3: Ensure the complaint is submitted within 30 days of the incident.

4. Investigation Process

The organization will initiate an investigation within 5 business days of receiving the complaint.

5. Resolution

Results of the investigation will be communicated to the complainant within 15 business days.

6. Appeal Process

If dissatisfied with the outcome, the complainant may appeal in writing within 7 days.

7. Confidentiality

All complaints will be handled confidentially to protect the rights of all parties involved.

8. Non-Retaliation

The organization prohibits retaliation against individuals who file a complaint in good faith.

9. Contact Information

For questions or to file a complaint, contact:

[Designated Officer Name]

[Phone Number]

[Email Address]