



New Jersey State Policy Prohibiting Discrimination in the Workplace

The provisions of the *New Jersey State Policy Prohibiting Discrimination in the Workplace* require all related complaints and investigations to be handled on a confidential basis. In addition, there is a prohibition of retaliation against anyone who files a complaint, participates in a complaint investigation, or opposes a discriminatory practice.

Confidentiality

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process. During the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom a complaint has been made and other persons who may have relevant knowledge. It may also be necessary to disclose information to persons with a legitimate need to know about the matter. All persons who are interviewed or otherwise advised of a complaint are directed not to discuss any aspect of the investigation with others. Failure to comply with this confidentiality directive may result in disciplinary action, up to and including removal.

Prohibition Against Retaliation

Retaliation against any person who either alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of discrimination/harassment in the workplace, or opposes a discriminatory practice, is prohibited by the Policy. Any employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under the Policy will not be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation.

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- 1. I have been advised of and/or read the provisions of Confidentiality and Prohibition Against Retaliation; and**
 - 2. I understand this complaint investigation must be confidential and I may not take retaliation against anyone who has filed a complaint, participated in a complaint investigation or opposes a discriminatory practice.**

Name and Title: _____
(Print)

Signature: _____ Date: _____
