



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 in a confidential manner. In addition, the State Policy prohibits 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 in a confidential manner to the extent possible. To the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigative process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. In order to protect the integrity of the investigation, minimize the risk of retaliation and protect the important privacy interest of all concerned, all persons who are interviewed or otherwise advised of a complaint will be requested not to discuss any aspect of the investigation with others, unless there is a legitimate business reason.

Prohibition Against Retaliation

Retaliation against any person who either alleges that she/he or they were 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 State Policy. Any employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under the State 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: _____