

COUNTY OF SAN DIEGO

DISCRIMINATION, HARASSMENT AND RETALIATION COMPLAINT FORM

The County of San Diego has **zero tolerance** for discriminatory, harassing, and retaliatory conduct prohibited under Administrative Manual Number 0010-11: Discrimination, Harassment & Retaliation Prevention Policy and Complaint Procedure (Policy). Conduct may violate this Policy even when it does not rise to the level of a violation of state or federal law. An individual has the right to report workplace harassment, discrimination or retaliation in violation of state and/or federal law to the Equal Employment Opportunity Commission (EEOC) or the California Civil Rights Department (CRD).

In the interest of both complainants and the County of San Diego, a specific procedure has been established to attempt to resolve such complaints with the County to afford immediate relief to complainants where it is warranted. This procedure is not intended to prohibit job applicants, who are non-County employees, nor County employees from filing complaints of discrimination with the California Civil Rights Department (CRD), the Equal Employment Opportunity Commission (EEOC), the Civil Service Commission (CSC) or the Courts.

The County Office of Ethics, Compliance and Labor Standards (OECLS) has no authority to provide any remedy for the complainant.

Any reprisal action taken against County employees, applicants or witnesses, because of the filing of a complaint or participation in a complaint investigation, is strictly prohibited.

- Complaints should be filed with the Office of Ethics, Compliance and Labor Standards (OECLS), either by personal delivery or ordinary mail, to the following address:

County of San Diego
Office of Ethics, Compliance and Labor Standards (OECLS)
1600 Pacific Highway, Room 400
San Diego, California 92101-2472

- By email to OEC@sdcounty.ca.gov
- Electronically using the digital complaint form link or QR code <https://www.mycompliancereport.com/report?cid=SDCO>



Additional questions regarding the filing of discrimination complaints should be directed to the Office of Ethics, Compliance and Labor Standards (OECLS) at (619) 531-5174.

INSTRUCTIONS FOR COMPLETING THE COMPLAINT FORM

Please fill out all sections of the complaint form as completely and thoroughly as possible. This information is necessary for the determination of the OECLS' jurisdiction over your complaint.

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Date Filed: _____

COMPLAINANT:

Name _____ Employee ID No. (if applicable) _____

Home Address _____

Phone _____ Email _____

BASIS OF COMPLAINT/"Protected Classification": Check all that apply

- Race, Color, Ancestry, National Origin, Citizenship
- Sex, Gender, Gender Identity, Gender Expression, Sexual Orientation
- Physical or Mental Disability, Medical Condition, Genetic Information
- Age (40 and older)
- Marital Status, Veteran Status, Military Status
- Pregnancy and Pregnancy Related Condition, Reproductive Health Decision-Making
- Religion, Religious Creed
- Other, please explain _____

If you have filed a complaint on the same facts with any of the following entities, please indicate which and give date of filing.

Department/Agency: CRD EEOC Civil Service Commission (CSC) Other, specify

IF ANY OF THE ABOVE IS MARKED, WHAT IS THE STATUS?

NATURE OF COMPLAINT: (List or itemize the facts of how you were discriminated, harassed or retaliated against. Be specific. Include the date, time, place, individual(s) involved, etc. Attach additional sheets if needed.)

DATE of Incident(s):

LOCATION (Address and County of San Diego Department):

INDIVIDUAL(S) Involved:

WHAT HAPPENED:

NATURE OF COMPLAINT (continued):

WITNESS(ES): Provide the name, address and phone number of each witness.

Name: _____ Date: _____

PROHIBITION AGAINST RETALIATION

The County of San Diego's Office of Ethics, Compliance and Labor Standards (OECLS) is authorized to investigate complaints that are filed against the County of San Diego and/or its officers, employees or agents.

To investigate issues raised in complaints of alleged unethical or illegal conduct, OECLS is authorized to interview all necessary and relevant parties.

Participation in an investigation interview is not a disciplinary action or a negative employment action.

Retaliation is against the law. Pursuant to County policy and procedure, and State and Federal law, no County employee shall retaliate (e.g., an act of intimidation, restraint, coercion or discrimination) against any County employee, or applicant for County employment who files a complaint of alleged employment discrimination or harassment. Additionally, retaliation shall not be taken against any County employee who participates as a witness during the course of an investigation. If you feel that you are the victim of retaliation, please contact OECLS immediately.

Name: _____ Date: _____