

State of Wisconsin Respectful Workplace Complaint Information

Employees who believe they are subjected to harassment, discrimination, bullying, retaliation, or hostile work environment, as defined by *Wisconsin Human Resources Handbook* Chapter 440, may file a Respectful Workplace Complaint. It is the State of Wisconsin's policy to encourage early discussion and resolution of developing issues to foster a positive, respectful workplace.

- Information brought forward in a complaint or intake interview is covered by limited confidentiality and may be shared with the appointing authority or certain staff in the Department of Administration, on a need-to-know basis.
- To maintain the integrity of this matter, we ask that those interviewed refrain from discussing it with others in the workplace.
- Those interviewed are required to provide complete and truthful statements.
- If information provided in this interview reveals a potential work rule violation by any state employee, that information may also be used in a disciplinary investigation.
- The complainant will be notified in writing regarding the outcome of the complaint. Other participants will be notified as appropriate. Specific actions taken may not be shared with parties to the complaint process.
- Retaliation is not tolerated. If employees interviewed believe they are experiencing any form of retaliation for cooperating in the complaint process, they should report it to an Equity and Inclusion (EI) Officer, HR Manager, or member of management.
- The State of Wisconsin provides a progressive, confidential Employee Assistance Program to assist with any work-life matters.

Employees have the right to file a formal complaint of discrimination, harassment, or retaliation at any time by contacting either, or both, of the agencies below. If a case is opened with either agency, the State of Wisconsin will provide information as requested.

State of WI, Dept. of Workforce Development
Equal Rights Division
201 E. Washington Ave., Room A100
P.O. Box 8928
Madison, WI 53708
(608) 266-6860
<http://dwd.wisconsin.gov/er>

U.S. Equal Employment Opportunity Commission
(EEOC)
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
(414) 297-1111
<http://www.eeoc.gov>