

## Discrimination Complaint Procedure

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any Walnut Creek Public Works Department program or activity. This prohibition applies to all branches of the City of Walnut Creek Public Works Department, its contractors, consultants, and anyone else who act on behalf of the City of Walnut Creek Public Works Department.

Federal law requires that the City of Walnut Creek Public Works Department investigate, track, and report discrimination complaints. Complaints must be filed in writing and will be investigated within sixty days of submission. If you need assistance to file your complaint or need interpretation services, please contact:

**Alex Wong**  
Title VI Coordinator  
City of Walnut Creek  
[wong@walnut-creek.org](mailto:wong@walnut-creek.org)  
925-943-5899

### **Who is eligible to file a complaint?**

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any City of Walnut Creek Public Works Department program or activity because of their race, color, national origin, age, sex, or disability may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated in a discrimination investigation.

### **How do you file a complaint?**

Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. However, contact Alex Wong, Title VI Coordinator if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint.

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Complaints may be submitted via mail, email, fax, or in person to:

**Alex Wong**  
Title VI Coordinator  
City of Walnut Creek  
[wong@walnut-creek.org](mailto:wong@walnut-creek.org)  
925-943-5899

**What happens after a complaint is filed?**

Title VI complaints must be investigated within sixty (60) days. Investigating a complaint includes interviewing all parties involved and key witnesses. The investigator may also request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

In some cases, complaints will be forwarded to the Federal Highway Administration for investigation. If your complaint is forwarded to one of these agencies, you will be provided the name and contact information of the employee handling your complaint.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

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## Discrimination Complaint Form

Complainant \_\_\_\_\_

Job Title \_\_\_\_\_ Department \_\_\_\_\_

Email Address \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Work # ( ) \_\_\_\_\_ Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_

### ISSUE(S)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Denial of Selection                | <input type="checkbox"/> Denial of Training  | <input type="checkbox"/> Denial of Promotion    |
| <input type="checkbox"/> Termination                        | <input type="checkbox"/> Lay-off             | <input type="checkbox"/> Denial of Leave        |
| <input type="checkbox"/> Constructive Discharge             | <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Harassment             |
| <input type="checkbox"/> Differential Treatment             | <input type="checkbox"/> Sexual Harassment   | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Denial of Reasonable Accommodation |  |   |

### ALLEGATION(S) BASED ON:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Age                    | <input type="checkbox"/> National Origin/Ancestry | <input type="checkbox"/> Retaliation       |
| <input type="checkbox"/> Sex/Gender             | <input type="checkbox"/> Race/Color               | <input type="checkbox"/> Religion          |
| <input type="checkbox"/> Disability             | <input type="checkbox"/> Political Belief         | <input type="checkbox"/> Gender Identity   |
| <input type="checkbox"/> Pregnancy              | <input type="checkbox"/> Sexual Orientation       | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Marital Status         | <input type="checkbox"/> Genetic Characteristics  | <input type="checkbox"/> Union Activity    |
| <input type="checkbox"/> Other (please specify) |   |  |

Name and title(s) of person(s) causing discrimination and/or harassment:

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Name(s), title(s), and contact information of witness(es) or person(s) who may have relevant information or evidence helpful to the investigation and resolution of the complaint:

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