



**PROCEDURES FOR RESPONDING TO DISCRIMINATION  
COMPLAINTS FROM EMPLOYEES OF THE JUDICIAL BRANCH'S  
SUBRECIPIENTS IMPLEMENTING FUNDING FROM THE  
U.S. DEPARTMENT OF JUSTICE (DOJ)**

**I. Policy**

It is the policy of the Judicial Branch that all employees and applicants of the Judicial Branch's subrecipients have the right to be treated equally regardless of actual or perceived race, color, national origin, sex, religion, physical or mental disability, age, gender identity, and sexual orientation. The Judicial Branch shall make reasonable efforts to ensure that subrecipients comply with all applicable federal civil rights laws prohibiting employment discrimination.

These laws also prohibit agencies from retaliating against an individual for taking action or participating in action to secure rights protected by these laws.

**II. Purpose**

The purpose of this policy is to establish written procedures for Judicial Branch employees to follow upon receipt of a complaint alleging discrimination from an employee or applicant of a Judicial Branch subrecipient implementing funding from the U.S. Department of Justice (DOJ).

**III. Definitions**

"Complainant" refers to the person or persons who initiate a complaint.

"Subrecipient" refers to an agency which receives a DOJ grant award that is administered by the Judicial Branch.

**IV. Complaint Procedures**

- A. Employees or applicants of subrecipients who wish to file a complaint of discrimination by a subrecipient may file a complaint directly with the subrecipient; with the Judicial Branch; with the Commission on Human Rights and Opportunities (CHRO) at 450 Columbus Boulevard, Suite 2, Hartford, CT 06103, 860-541-3400; with the U.S. Equal Employment Opportunity Commission (EEOC) at John F. Kennedy Federal Building, 475 Government Center, Boston,

MA 02203, 800-669-4000; or with the Office for Civil Rights (OCR), Office of Justice Programs (OJP), at 810 7<sup>th</sup> Street N.W., Washington, D.C. 20531. If an employee of a subrecipient raises an allegation of discrimination with a Judicial Branch employee, the Judicial Branch employee shall instruct the complainant to submit a written statement of the allegations to the Judicial Branch Director of the Human Resource Management Unit (HRMU), 90 Washington Street, Hartford, CT 06106, 860-706-5280.

- B. If the complaint is filed with the Judicial Branch, it must be done in writing using the JD-ES-284 Rev. 3-18, Discrimination Complaint/Federal Grants form ([www.jud.ct.gov/webforms/forms/es284.pdf](http://www.jud.ct.gov/webforms/forms/es284.pdf)).
- C. The Judicial Branch Director of the HRMU or his designee shall provide the complainant with written notice acknowledging receipt of the complaint and shall be responsible for coordinating the series of actions described below.
- D. The Judicial Branch Director of the HRMU or his designee shall determine whether the matter should be investigated internally or referred to an appropriate external agency for investigation and resolution, such as the CHRO, the EEOC, or the OCR, OJP. All complaints shall be reviewed in an objective and impartial manner.

If the complaint is referred to an appropriate external agency for investigation, the HRMU shall notify the complainant and the OCR, OJP in writing.

If the HRMU determines that an internal investigation is appropriate, it shall notify the complainant and the OCR, OJP of the investigation in writing. The complainant shall be notified of how correspondence will be administered throughout the investigation and shall be provided with an explanation of how the complaint will be investigated and resolved. Upon completion of the investigation, the HRMU shall notify the complainant and the OCR, OJP of the outcome in writing.

- E. Judicial Branch program monitors shall ensure that subrecipients have written policies or procedures in place for responding to discrimination complaints that are filed directly with the subrecipient. Program monitors shall notate compliance with this general grant condition in executing the compliance checklist.

## **V. Training and Policy Dissemination**

The Judicial Branch shall post these procedures on the Judicial Branch website to notify Judicial Branch subrecipients and their employees of prohibited discrimination and the procedures when an employee or applicant of a subrecipient files a complaint of employment discrimination. The policy shall be included in new employee orientation

materials and Judicial Branch employees shall be trained on complaint procedures, including the employee's responsibility to refer employment discrimination complaints to the Judicial Branch Director of the HRMU.

Non-discrimination and non-retaliation clauses shall continue to be incorporated into all subrecipient contracts and agreements.