





1. Please provide the name(s), title(s) and division/unit of the person(s) who discriminated against you.

Name	Title	Division/Unit

2. Where did the alleged discrimination occur?

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3. Did anyone witness the alleged discrimination?  YES  NO

4. Please provide the name(s), title(s) and division/unit where the witness(es) work:

Name	Title	Division/Unit

5. Did you report the incident?  YES  NO

6. Please provide the name(s), title(s), date(s) and division/unit of the person(s) to whom you reported the incident.

Name	Title	Division/Unit	Date Reported

7. Have you filed a complaint about the alleged discrimination with any of the following agencies? If so, please indicate where you filed the complaint and provide the case number and date of the complaint.

- New York City Commission on Human Rights
- New York State Division of Human Rights
- United States Equal Employment Opportunity Commission
- United States Department of Labor
- New York State Supreme Court
- United States District Court

Complaint Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

8. What corrective action are you seeking?


9. Are you interested in mediation services?  YES  NO





## NOTICE OF RIGHTS

### YOUR RIGHTS TO FILE A COMPLAINT WITH CIVIL RIGHTS ENFORCEMENT AGENCIES

Any employee or applicant for employment that believes (s)he experienced unlawful discrimination has a right to file a formal complaint with the Federal, State and local agencies listed below. A person does not give up this right when (s)he files a complaint with the NYC Department of Homeless Services' EEO Officer, EEO Counselor, or EEO Investigator in the Office of Equal Opportunity Affairs. The following Federal, State and local government agencies enforce laws against discrimination.

#### **New York City Commission on Human Rights**

40 Rector Street  
New York, New York 10006  
(212) 306.7500  
(212) 306.7689 (TDD)

#### **New York State Division of Human Rights**

163 West 125<sup>th</sup> Street, 4<sup>th</sup> Floor  
New York, New York 10027  
(212) 961.8650  
(212) 961.8999 (TDD)

\*\*\* OR \*\*\*

20 Exchange Place, 2<sup>nd</sup> Floor  
New York, New York 10005  
(212) 480.2522

\*\*\* OR \*\*\*

55 Hanson Place, 3<sup>rd</sup> Floor  
Brooklyn, New York 11217  
(718) 722.2856

#### **United States Equal Employment Opportunity Commission**

New York District Office  
33 Whitehall Street, 5<sup>th</sup> Floor  
New York, New York 10004-2112

#### **United States Department of Labor**

Office of Federal Contract Compliance Programs  
201 Varick Street, Room 750  
New York, New York 10014  
(212) 337.2007