#### Valerie Dilley

| From: |  |
|-------|--|
| Sent: |  |

To: Subject: EEOC <no-reply@service.eeoc.gov>

Thursday, March 2, 2023 10:11 AM Valerie Dilley; lawdirector@rrohio.com

Notice of Charge of Discrimination



#### U.S. Equal Employment Opportunity Commission **Cleveland Field Office**

1240 E 9th St Suite 3001 Cleveland, OH 44199 (216) 306-1120

#### NOTICE OF CHARGE OF DISCRIMINATION

(This Notice replaces EEOC FORM 131)

03/02/2023

Gary Kenworthy To: Law Director CIty of Circleville

130 S. Court St. P.O. Box 128 Circleville, OH 43113

This is notice that a charge of employment discrimination has been filed with the EEOC against your organization by Mr. Douglas Davis under: The Americans With Disabilities Act of 1990 (ADA). The circumstances of the alleged discrimination are based on Disability, Retaliation, and involve issues of Harassment, Terms/Conditions, Discipline that are alleged to have occurred on or about 02/01/2023.

The Digital Charge System makes investigations and communications with charging parties and respondents more efficient by digitizing charge documents. The charge is available for you to download from the EEOC Respondent Portal, the EEOC's secure online system.

Please follow these instructions to view the charge within ten (10) days of receiving this Notice

- 1. Access the EEOC's secured online system at
- Enter this EEOC Charge No.:
- 3. Enter this password:

Once you log into the system, you can view and download the charge, and electronically submit documents to EEOC. The system will also advise you of possible actions or responses and identify your EEOC point of contact for this charge.

If you are unable to log into the EEOC Respondent Portal or have any questions regarding the Digital Charge System, you can send an email to CLEVELANDFIELDOFFICE@EEOC.GOV.

## Preservation of Records Requirement When a Charge has Been Filed

The EEOC regulations require respondents to preserve all payroll and personnel records relevant to the charge until final disposition of the charge or litigation. 29 CFR §1602.14. For more information on your obligation to preserve records, see http://eeoc.gov/employers/recordkeeping.cfm.

## **Non-Retaliation Requirements**

The laws enforced by the EEOC prohibit retaliation against any individual because s/he has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing under these laws. Persons filing charges of discrimination are advised of these Non-Retaliation Requirements and are instructed to notify the EEOC if any attempt at retaliation is made. For more information, see <a href="http://www.eeoc.gov/laws/types/facts-retal.cfm">http://www.eeoc.gov/laws/types/facts-retal.cfm</a>.

#### **Legal Representation**

Although you do not have to be represented by an attorney while we handle this charge, you have a right, and may wish to retain an attorney to represent you. If you do retain an attorney, please provide the attorney's contact information when you log in to the online system.

Please retain this notice for your records.



**U.S. Equal Employment Opportunity Commission** 

## FEDERAL INVESTIGATION: REQUEST FOR POSITION STATEMENT AND SUPPORTING DOCUMENTARY EVIDENCE

The EEOC hereby requests that your organization submit within 30 days a Position Statement setting forth all facts which pertain to the allegations in the charge of discrimination under investigation, as well as any other facts which you deem relevant for the EEOC's consideration.

We recommend you review the EEOC's resource guide on <u>"Effective Position Statements"</u> as you prepare your response to this request.

#### **Fact-Based Position Statement**

This is your opportunity to raise any and all defenses, legal or factual, in response to each of the allegations of the charge. The position statement should set forth all of the facts relevant to respond to the allegations in the charge, as well as any other facts the Respondent deems pertinent to the EEOC's consideration. The position statement should only refer to, but not identify, information that the Respondent asserts is sensitive medical information, or confidential commercial or financial information.

The EEOC also requests that you submit all documentary evidence you believe is responsive to the allegations of the charge. If you submit only an advocacy statement, unsupported by documentary evidence, the EEOC may conclude that Respondent has no evidence to support its defense to the allegations of the charge.

The EEOC may release your position statement and non-confidential attachments to the Charging Party and her representative and allow them to respond to enable the EEOC to assess the credibility of the information provided by both parties. It is in the Respondent's interest to provide an effective position statement that focuses on the facts. The EEOC will not release the Charging Party's response, if any, to the Respondent.

If no response is received to this request, the EEOC may proceed directly to a determination on the merits of the charge based on the information at its disposal.

Signed by an Authorized Representative

The Position Statement should be signed by an officer, agent, or representative of Respondent authorized to speak officially on its behalf in this federal investigation.

Segregate Confidential Information into Separately Designated Attachments

If you rely on confidential medical or commercial information in the position statement, you should provide such information in separate attachments to the position statement labeled "Sensitive Medical Information," "Confidential Commercial or Financial Information," or "Trade Secret Information" as applicable. Provide an explanation justifying the confidential nature of the information contained in the attachments. Medical information about the Charging Party is not sensitive or confidential medical information in relation to the EEOC's investigation.

Segregate the following information into separate attachments and designate them as follows:

- a. Sensitive medical information, except the Charging Party's medical information
- b. Social Security Numbers
- c. Confidential commercial or financial information
- d. Trade secrets information
- e. Non-relevant personally identifiable information of witnesses, comparators or third parties, for example, social security numbers, dates of birth in non-age cases, home addresses, personal phone numbers and email addresses, etc.
  - f. Any reference to charges filed against the Respondent by other charging parties

**Requests for an Extension** 

If Respondent believes it requires additional time to respond, it must, at the earliest possible time in advance of the due date, make a written request for extension, explain why an extension is necessary, and specify the amount of additional time needed to reply. Submitting a written request for extension of time does not automatically extend the deadline for providing the position statement.

Upload the Position Statement and Attachments into the Respondent Portal

You can upload your position statement and attachments into the Respondent Portal using the **+ Upload Documents** button. Select the "Position Statement" Document Type and click the **Save Upload** button to send the Position Statement and attachments to EEOC. Once the Position Statement has been submitted, you will not be able to retract it via the Portal.



## U.S. Equal Employment Opportunity Commission Cleveland Field Office

1240 E 9th St Suite 3001 Cleveland, OH 44199 (216) 306-1120

Dear Small Business Manager:

The Equal Employment Opportunity Commission (EEOC) is the federal agency with primary responsibility for enforcing our nation's equal employment opportunity (EEO) laws. The laws we enforce prohibit job discrimination based on race, color, religion, sex (including on the basis of pregnancy, gender identity, or sexual orientation), national origin, age, disability, retaliation and

genetic information.

The attached Fact Sheet provides an overview of the EEOC's procedures from the time a charge of employment discrimination is filed to the point that it is resolved.

We encourage you to visit our online <u>Small Business Resource Center</u>, which provides a wealth of information designed to help small businesses. We offer tips and short videos on key employment topics including <u>what to do</u> when you receive a charge of discrimination.

In most cases, as our first step in processing a charge, we offer <u>mediation</u> as a neutral, voluntary and confidential way to achieve a mutually satisfactory resolution for all parties. Seventy-five percent of charges that are mediated are successfully resolved. In an independent study, 96% of employers who tried the EEOC's mediation program said they would use it again if the need arose.

Each of our district offices has a Small Business Liaison to provide technical assistance and help employers resolve questions about the laws we enforce, our mediation program, and the charge process. You can find the names and contact information of our <u>Small Business Liaisons</u> on our web site.

We encourage you to contact the Small Business Liaison in your area to answer any questions you may have and assure you that any inquiry or request for information will not adversely affect the investigation of the charge that has been filed.

Yours truly,

U.S. Equal Employment Opportunity Commission

#### Find the Answers at EEOC's Small Business Resource Center

The EEOC's <u>Small Business Resource Center</u> is filled with useful information for small business and can connect you with EEOC staff in your area who can help you.

➤ Have a question? Need training for your staff or one-on-one assistance?

To request information about the EEOC, training on federal employment discrimination laws or an explanation of the charge process, contact your local EEOC Small Business Liaison. We are here to help.

#### > Want quick information online?

The EEOC's Small Business Liaisons have created <u>videos</u> with the small business owner in mind and the simple straightforward information that you need most. For example, you may need to know what questions you shouldn't ask in a job interview, and other tips for the hiring process. Also see our <u>Frequently Asked Questions</u>.

- ➤ Need an employment policy or practical tips on preventing job discrimination? See 10 Quick Tips For Small Business.
- ➤ Need to know more about EEOC's charge process?
  We have a video on Responding to a Charge of Discrimination.
- > What is mediation?

The EEOC's mediation program offers a free, voluntary, confidential and informal resolution

process for many charges of discrimination. Mediations are conducted by a neutral mediator. If mediation is successful, there is no investigation.

> Want information about a specific topic?

Our <u>Resources</u> page explains the types of employment discrimination covered by the EEOC's laws as well as the legal requirements you need to know.

We can also direct you to <u>other federal agencies</u> for information on issues such as minimum wage and overtime pay or family and medical leave. The <u>Resources</u> page gives a link to small business assistance from the <u>SBA</u> and provides information on the Small Business Regulatory Enforcement Fairness Act (SBREFA), which allows small businesses to comment on federal agency enforcement actions to the <u>SBA Ombudsman</u>.

You can order our <u>Publications</u> online free of charge or print them for use. You can also order the EEOC's poster, "EEO Is The Law," <u>here</u>.

For more information and assistance call the EEOC toll-free at 1-800-669-4000 or use our sign language access line at 1-844-234-5122 (ASL Video Phone)

Notice of Confidentiality: This email may contain privileged and confidential information, including information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited and may be unlawful. If you are not the intended recipient, please contact (216) 306-1120 and destroy all copies of the original message and attachments.



## **EEOC Respondent Portal**

#### Charge of Discrimination

User Guide

Logguit

Changes to the Respondent Information is pending review.

Organization contact information successfully confirmed.

Your Organization: CITY OF CIRCLEVILLE Your EEOC contact is: SHIRLEY WEARNE, SHIRLEY.WEARNE@EEOC.GOV

Update Respondent Information

Required

Please select a response to the Mediation Offer on this page by February 27, 2023. If you choose "No", please provide a <u>statement of your position</u> on the issues covered in the charge, with any supporting documentation by March 21, 2023. For guidance on how to best prepare your Position Statement, please review <u>Effective Position Statements</u>, as EEOC has revised its procedures related to the content and release of position statements, effective January 1, 2016.

If you choose "No", please review the Request for Information located under the "Documents" section, and provide a <u>written response</u> to it with any supporting documentation by the Response Deadline Date it stipulates.

Charge:

The charge of employment discrimination that has been filed against your organization by **Douglas Davis**, Charge No. It is available for you to view. Please click here to open and view a copy of the charge.

Statutes and circumstances of alleged discrimination:

· Disability, Retaliation

Would you like to participate in the Mediation of this charge?

Your Partner in Workplace Solutions



We invite you to participate in the EEOC's Mediation Program regarding Charge Mediation is a no-cost, voluntary, and confidential opportunity to work with a third party neutral and the Charging Party to discuss and resolve the EEOC Charge **before** the EEOC investigates the charge. If you choose to participate in mediation, you are not required to submit a position statement or to submit a response to the charge at this time. If the matter

is resolved through mediation, no EEOC investigation will occur.

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Confirm

- Why Mediation? -

Contacts

Add Organization Contact

Gary Kenworthy , Esq.

Law DIrector
City of Circleville
130 S. Court St.
P.O. Box 128
Circleville, OH 43113
LawDirector@rrohio.com
(740) 477-8200 (main)
(740) 477-8247 (fax)
Update Delete

Valerie Dilley (Primary)

Director of Human Resources City of Circleville 104 E. Franklin Circleville, OH 43113 vdilley@circlevilleoh.gov (740) 474-9601 (main) Update Delete

Add Legal Representative

No records found.

**Charge Documents** 

Upload Documents

2023-02-21 RFI.pdf (Request for Information (RFI) to Respondent)

Feb 21, 2023

ciceOfChargeOfDiscrin

(Notice of Charge)

2023-02-03 signed form 5 re

charge No.
(Charge of Discrimination)

Feb 8, 2023

Feb 1



#### U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION Cleveland Field Office

AJC Federal Building 1240 East Ninth Street, Suite 3001 Cleveland, OH 44199

Intake Information Group: (800) 669-4000 Intake Information Group TTY: (800) 669-6820 ASL Video Phone: 1-844-234-5122

Telephone: (216) 306-1120 FAX (216) 522-7395 Website: <u>www.eeoc.gov</u>

City of Circleville 104 E. Franklin Street Circleville, OH 43113

## Via Respondent Portal

Re:

Mr. Douglas Davis v. City of Circleville

EEOC Charge No .:

Respondent is hereby requested to submit the following information and records relevant to the subject Charge of Discrimination. The Commission is required by law to investigate Charges filed with it, and this request constitutes part of the investigation.

This request for information does not necessarily represent the entire body of evidence which the EEOC need to obtain during the investigation. You are reminded to preserve all documents, applications, applicant flow logs, new hire kits, personnel files, personnel records and electronic records relevant to this action until final disposition. Any and all information related to this Request for Information, including any and all documents and emails related in any way, are considered relevant and must be preserved under the EEOC's record-keeping regulations. The information will only be disclosed in accordance with 29 C.F.R. 1601.22, or otherwise made public if the matter results in litigation.

- 1. Produce Charging Party's complete personnel file, including but not limited to all job applications (including internal job applications), resumes, employment references, interview offers, pre-employment-interview notes, offers of employment, work schedules, leave documents, documents concerning the establishment of or any adjustments to Charging Party's regular rate of pay, training records, complaints of discrimination or harassment or other workplace mistreatment filed by or against Charging Party, performance evaluations, disciplinary notices, commendation notices, letters of resignation, termination notices, and exit-interview notes.
- 2. Provide all manuals, policies, procedures, handbooks, guidelines, instructions, notices, directives, training materials, and other documents that were provided to employees, including managerial and supervisory employees, in effect at the time Charging Party applied for employment with and/or was employed by Respondent, related to the allegations contained in the Charge of Discrimination.

Please upload your response within twenty (20) calendar days of receiving this request directly through the Respondent Portal.

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## U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Cleveland Field Office 1240 E 9th St, Suite 3001 Cleveland, OH 44199 (216) 306-1120 Website: www.eeoc.gov

## NOTICE OF CHARGE OF DISCRIMINATION

(This Notice replaces EEOC FORM 131)

02/12/2023

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Law Director
City of Circleville
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Circleville, OH 43113

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We encourage you to contact the Small Business Liaison in your area to answer any questions you may have and assure you that any inquiry or request for information will not adversely affect the investigation of the charge that has been filed.

Sincerely,

U.S. Equal Employment Opportunity Commission

#### Find the Answers at EEOC's Small Business Resource Center

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Have a question? Need training for your staff or one-on-one assistance?

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| EEOC Form 5 (11/09)   |  |   |  |  |   |
|---|--|---|--|--|---|
| CHARGE OF DISCRIMINATION  This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.   | Charge Presented To:  FEPA  EEOC   | Agenc   | y(les) Charg   | je No(s):  |   |
| Ohlo Civil Rights Co  | mmission   |   | y-,,   |  | and EEOC  |
| State or local Agency,  | lany   |   |  |  |   |
| Name (Indicate Ms., Ms., Ms.)   |  | Home Phone (Incl.   | Arto Code)   | 100  | te of Birth   |
| Mr. Douglas Davis   |  |   | السبيا   | 1/2  | 9/1980  |
| Street Address City, State and ZIP Co   | de   |   |  |  |   |
|   |  |   |  |  |   |
| Named is the Employer, Labor Organization, Employment Agency, Apprenticeship C<br>Me or Others. (If more than two are named, list under PARTICULARS below.)   | committee, or State or Local Gove  | erament Agenc   | y That I Belle   | ve Discrim   | nated Against   |
| Name  |  | No. Employees,  | Members  | Phone No   | (Incl. Area Code)   |
| City of Circleville   |  | 50+   |  |  |   |
| Street Address City, State and ZIP Co   | ode  |   |  |  |   |
| 104 E. Franklin Street, Circleville, Ohio 43113   |  |   |  |  |   |
| Name  |  | No. Employees,  | Members  | Phone No   | (Incl. Area Code)   |
|   |  |   |  |  |   |
| Street Address City, State and ZIP Co   | ode  |   |  |  |   |
| DISCRIMINATION BASED ON (Check appropriate box(es).)  |  | D   | ATE(S) DISCRIMI  |  |   |
| RACE COLOR SEX RELIGIO  | N NATIONAL   | ORIGIN  | Earliest<br>AAnual 7   |  | Present   |
| RETALIATION AGE X DISABILITY  | GENETIC INFORM   | MOTTAN  | May 1, 2   | .013   | riesent   |
| RETALIATION AGE X DISABILITY  | U outerte in out   |   | - de   |  |   |
| OTHER (Specify)   |  |   | K CO   | NTINUING   | ACTION  |
| <ol> <li>I was sworn in as a Police Officer for the City of Circleville my disability. Beginning in May of 2015, I began raising concerns at was questioned by an investigator about my concerns, but it is unclear the investigation was closed June 25, 2015.</li> <li>I continued to be treated worse as time went on. The police jokes. For example, officers would walk behind me and say, "tink timposted a picture with the caption "tink tink" on my locker and put the Department. As a result, on March 8, 2017, I sent an email to Chief I to.</li> <li>The treatment towards me based on my disability did not such harassment, and bullying to the attention of the City. On June 4, 202 towards me during a search warrant briefing in front members of the During this incident, as I sat down in a chair, Major Crimes Detective</li> </ol> | oout being discriminated agar whether the allegations we officers that I worked with ak," mimicking the sound of a picture up with an easel we have informing him of the habside. In July of 2019, I agar I, I sent a letter to Chief Bar Major Crimes Unit and me   | ainst and har ere fully inv  called me na f my here it could arassment ar ain brought t er reporting mbers of the | mes and mon to be viewed bullying the workple discriminate Grove Cli | nade me che floor. I by ever I was be ace discretory rem | y disability, I sed. I was told the brunt of They further yone at the sing subjected imination, arks made Department. |
| from underneath him." Assistant Commander Anthony Haupt respondence about my complaint.  I want this charge filed with both the EEOC and the State or local Agency, If any, I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures.  I declare under penalty of perjury that the above is true and correct.  | he NOTARY - When pecessary for State or to the NoTARY - When pecessary for State or to the NoTARY - When pecessary for State or to the NoTARY - When pecessary for the NoTARY - When pecessary for State or to the NoTARY - When pecessary for State or to the NoTARY - When pecessary for the | aid that his  | would f  | ly off." I   | est of my   |
| Date Charging Party Signature   | [month, doy, year) 2/1/2   |   | No. My C   | tary Public  | a Korbas<br>c, State of Ohio<br>Expires 03-09-2   |

#### **CHARGE OF DISCRIMINATION**

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form. Charge Presented To:

Agency(les) Charge No(s):

x FEPA

X EEOC

Ohio Civil Rights Commission

and EEOC

My Commission Expires 03-09-26

THE PARTICULARS ARE pladditional paper is needed, attach extra sheet(s)):

On March 14, 2022, I was sworn in as the Deputy Chief of Police. On April 8, 2022, I submitted a letter to Chief Baer and the City Administration advising that I was considering looking for a new career. That same day, I attempted to speak with Valerie Dilley in Human Resources regarding the hostile work environment at CPD, but she was not available. I hoped that once the letter was received, I would be contacted about my reasons for wishing to leave and I would be able to explain the hostile work environment, discrimination, and bullying I was experiencing. Instead, Safety Director Dorris attempted to treat my letter as a resignation, which was not my intention. Chief Baer did not allow her to use the letter as a letter of resignation because I was only trying to bring my concerns to the attention of the administration.

State or local Agency, if any

- 6. On April 11, 2022, I received administrative leave documentation from Chief Baer and Sergeant McIntyre, stating that "An internal affairs investigation is being conducted based upon an incident that occurred on or about February 2022." The following day, I informed Ms. Dilley of the incident that occurred on February 24, 2022, whereby Officer Jacob JoHansen made discriminatory comments about my disability during shift change in the roll call room.
- 7. On April 27, 2022, Ms. Dilley informed me that Officer JoHansen had voluntarily resigned before my allegations against him could be substantiated. I am unaware of any actual investigation being conducted and believe this complaint was ignored just as my previous complaints had been.
- 8. I was informed that the reason for placing me on administrative leave was because "An internal affairs investigation is being conducted based upon an incident that occurred on or about February 2022 involving search warrants, a traffic stop on July 17, 2021, and complaints of racial profiling." The administrative leave was effective on April 11, 2022.
- 9. In September 2022, the City retained an attorney, Christina Corl, to conduct an independent investigation into the complaints that had been made against me. Ms. Corl concluded in her Investigation Report that the complaints against me were completely unsubstantiated and that I violated no internal policies or applicable law. Ms. Corl closed the matter on November 22, 2022.
- 10. I returned to work on January 3, 2023 as the Deputy Chief of Police for the City of Circleville. However, it is clear that while I was on administrative leave, the City had been actively working towards my demotion and possible removal.
- 11. After the department heads meeting that morning, I was asked to stay for a meeting with Ms. Dilley and the Safety Director Douglas Debord. During this meeting, I was informed of a department restructuring that was being considered. The restructuring would result in my demotion, making me a Licutenant and decreasing my pay. In essence, the restructuring proposal would eliminate my Deputy Chief position and create three Lieutenant positions. I expressed my disapproval of such restructuring.
- 12. None of the other individuals involved in this restructuring would receive a demotion. For example, Sergeant David McIntyre and Sergeant Kenneth Fisher, who were my subordinates prior to my administrative leave, would be promoted to Lieutenants with pay raises.
- 13. Since my return, I have discovered that I have been completely removed from one of the computer systems. My removal wiped out any information related to my employment with the City in such system. Notably, this system keeps records of when I had completed department mandated training in the past. I had also been removed from email groups including the supervisor's group that I should be part of. Additionally, my rank placard has been removed from my door, and Sergeant McIntyre attached an old Deputy Chief placard on his door.

| I want this charge filed with both the EEOC and the State or local Agency, If any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures. | I swear or affirm that I have read the above charge and that it is true to the best of my  |
|---|--|
| I declare under penalty of perjury that the above is true and correct.  Z / 1 / 2023  Date  Charging Party Signature  | knowledge, Tinformation and belef.  SIGNATURE OF COMPLAINANT  SUBSCRIBED AND SWORN TO BEFORE ME THURSAIL  (month, day, year)  2 1 2 2 3 ** Notary Public, State of Olice |

17.

#### CHARGE OF DISCRIMINATION

This form is affected by the Privacy Act of 1974. See enclosed Privacy Act Statement and other information before completing this form.

Charge Presented To:

Agency(les) Charge No(s):

\* FEPA

\* EEOC

Ohlo Civil Rights Commission

and EEOC

THE PARTICULARS ARE (Il additional paper is needed, attach extra sheet(s)):

Also, since my return, I was informed by the Chief of Police that Sergeant Fisher and Sergeant McIntyre had located multiple downloads of body camera footage, where they allege that I violated policy and procedures. This footage was located prior to my return to work and is outside the scope of what I was being investigated for when I was placed on administrative leave. This footage was well over a year old. I have not been served any documentation related to this investigation because the Chief of Police insinuated that it would look like retaliation if he were to give it to me on my first week back.

State or local Agency, If any

- As evidenced by the facts above, I believe I was discriminated against and subjected to a hostile work environment because of my disability. I was also retaliated against for reporting such discriminatory treatment.
- As a result, I have suffered lost income, diminished future job opportunities, and have experienced significant anxiety and emotional 16. distress.

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I want this charge filed with both the EEOC and the State or local Agency, if any. I will advise the agencies if I change my address or phone number and I will cooperate fully with them in the processing of my charge in accordance with their procedures,

I declare under penalty of perjury that the above is true and correct.

swear or affirm that I have read the above charge and that it is true to the best of my

knowledge, Information and belief. SIGNATURE OF COMP

Chandra Korbas Notary Public, State of Ohio My Commission Expires 03-09-26 PRIVACY ACT STATEMENT: Under the Privacy Act of 1974, Pub. Law 93-579, authority to request personal data and its uses are:

- 1. FORM NUMBER/TITLE/DATE. EEOC Form 5, Charge of Discrimination (11/09).
- 2. AUTHORITY. 42 U.S.C. 2000e-5(b), 29 U.S.C. 211, 29 U.S.C. 626, 42 U.S.C. 12117, 42 U.S.C. 2000ff-6.
- 3. PRINCIPAL PURPOSES. The purposes of a charge, taken on this form or otherwise reduced to writing (whether later recorded on this form or not) are, as applicable under the EEOC anti-discrimination statutes (EEOC statutes), to preserve private suit rights under the EEOC statutes, to invoke the EEOC's jurisdiction and, where dual-filing or referral arrangements exist, to begin state or local proceedings.
- **4. ROUTINE USES.** This form is used to provide facts that may establish the existence of matters covered by the EEOC statutes (and as applicable, other federal, state or local laws). Information given will be used by staff to guide its mediation and investigation efforts and, as applicable, to determine, conciliate and litigate claims of unlawful discrimination. This form may be presented to or disclosed to other federal, state or local agencies as appropriate or necessary in carrying out EEOC's functions. A copy of this charge will ordinarily be sent to the respondent organization against which the charge is made.
- 5. WHETHER DISCLOSURE IS MANDATORY; EFFECT OF NOT GIVING INFORMATION. Charges must be reduced to writing and should identify the charging party and respondent and the actions or policies complained of. Without a written charge, EEOC will ordinarily not act on the complaint. Charges under Title VII, ADA or GINA must be sworn to or affirmed (either by using this form or by presenting a notarized statement or unsworn declaration under penalty of perjury); charges under the ADEA should ordinarily be signed. Charges may be clarified or amplified later by amendment. It is not mandatory that this form be used to make a charge.

## NOTICE OF RIGHT TO REQUEST SUBSTANTIAL WEIGHT REVIEW

Charges filed at a state or local Fair Employment Practices Agency (FEPA) that dual-files charges with EEOC will ordinarily be handled first by the FEPA. Some charges filed at EEOC may also be first handled by a FEPA under worksharing agreements. You will be told which agency will handle your charge. When the FEPA is the first to handle the charge, it will notify you of its final resolution of the matter. Then, if you wish EEOC to give Substantial Weight Review to the FEPA's final findings, you must ask us in writing to do so within 15 days of your receipt of its findings. Otherwise, we will ordinarily adopt the FEPA's finding and close our file on the charge.

## NOTICE OF NON-RETALIATION REQUIREMENTS

Please **notify** EEOC or the state or local agency where you filed your charge **if retaliation is taken against you or others** who oppose discrimination or cooperate in any investigation or lawsuit concerning this charge. Under Section 704(a) of Title VII, Section 4(d) of the ADEA, Section 503(a) of the ADA and Section 207(f) of GINA, it is unlawful for an *employer* to discriminate against present or former employees or job applicants, for an *employment agency* to discriminate against anyone, or for a *union* to discriminate against its members or membership applicants, because they have opposed any practice made unlawful by the statutes, or because they have made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the laws. The Equal Pay Act has similar provisions and Section 503(b) of the ADA prohibits coercion, intimidation, threats or interference with anyone for exercising or enjoying, or alding or encouraging others in their exercise or enjoyment of, rights under the Act.