

SAMPLE

E-Mail From Supervisor to Employee Regarding EEO Issue

You have an absolute legal duty to promptly address any allegation of discrimination or harassment that an employee brings to your attention or about which you should have been aware. Not only does the e-mail below advise the employee of his or her rights, it documents that you responded appropriately. This is your record that you did the right thing. You will always want to create this type of documentation for your supervisor's file. Five years from now if this incident ends up in court, you may not remember you did the right thing.

TO: Employee

FROM: Supervisor

On August 3, 2012, you told me that you felt you were being harassed by your co-worker Joe. After you described the details of your interaction with Joe, I advised you that pursuant to our Department's EEO Policy, I have an obligation to report allegations of harassment to the EEO Office. In addition, as I told you in our meeting, I encourage you to seek guidance from them about your rights in this situation.

The EEO Officer is located on the third floor in room 350 and can be reached at 555-5555.