

Florida Fish and Wildlife Conservation Commission  
Filing a Discrimination Complaint

**Filing Complaints:**

Please complete the attached Florida Fish and Wildlife Conservation Commission (FWC) Discrimination Complaint form if you have a complaint of discrimination based on your race, color, religion, sex, national origin, age, disability, genetic information or protected veteran.

It is important the FWC have a complete understanding of the nature of your complaint in order to appropriately respond. Therefore, please be as specific as possible in describing your complaint. List times, dates, witnesses or other specific pertinent information that may support your complaint.

You may also file a complaint of discrimination with the U.S. Equal Employment Opportunity Commission (EEOC). You may contact the EEOC at 800-669-4000. Information for filing complaints with the EEOC regarding discrimination in the workplace can be located on the website <https://www.eeoc.gov/>.

**Internal Complaints:**

Complaints and questions from agency employees should be forwarded to the FWC EEO/AA/ADA Coordinator, Paul Clemons, Office of Human Resources, 620 South Meridian Street, Tallahassee, Florida 32399-1600 at 850-488-6411.

Internal agency complaints shall be reviewed by the FWC EEO/AA/ADA Coordinator or his/her designee for appropriate action and response. The agency shall make every effort to respond within 45 days of receipt of the complaint. Any internal complaint alleging discrimination based on disability shall be forwarded to the FWC EEO/AA/ADA Coordinator for appropriate action and response. If the complaint cannot be resolved within a reasonable amount of time by the FWC EEO/AA/ADA Coordinator or his/her designee or in the complainant is dissatisfied with the response and chooses to appeal with the agency, the complaint will be submitted to the EEO/AA/ADA Committee (Committee) for review. The Committee will make recommendations to the Executive Director as to an appropriate response or resolution. Complaints which involve serious misconduct by an employee, which may result in suspension or dismissal, and all sexual harassment complaints, shall be referred to the Office of Inspector General for investigation.

**External Complaints:**

Complaints and questions from non-employees should be forwarded directly to the FWC EEO/AA/ADA Coordinator, Paul Clemons, Office of Human Resources, 620 South Meridian Street, Tallahassee, Florida 32399-1600 at 850-488-6411.

Any complaints from non-employees involving allegations of discrimination based on race, age, color, sex, religion, national origin, political affiliations, marital status, pregnancy, a protected veteran, FWC program, activity or facility will be investigated by the FWC EEO/AA/ADA Coordinator or his/her designee. The agency shall make every effort to respond at each step within 45 days of receipt of the complaint. Complaints which involve serious misconduct by an employee, which may result in suspension or dismissal, sexual harassment complaints or complaints brought pursuant to the Whistle-blowers Act, shall be referred to the Office of Inspector General for investigation.

The Florida Fish and Wildlife Conservation Commission is an equal opportunity agency committed to the equal treatment of all people regardless of their race, color, national origin, religion, sex, age, disability or veteran status. Every effort will be made to resolve issues of discrimination.

**After a Complaint is Received:**

When a discrimination complaint is received by the FWC EEO/AA/ADA Coordinator or his/her designee the agency will make every effort to resolve the complaint within 45 days of receipt using the following steps. The following established time periods may be extended to benefit the complainant and to accommodate the challenges that may occur:

- Within 3 work days of receiving the complaint, the coordinator/designee will provide acknowledgement of receipt to the complainant, advising that the complaint will be investigated.
- Within 5 work days of receiving the complaint, the coordinator/designee will begin conducting a review and an investigation of the complaint.
- The agency will contact the complainant to discuss the complaint and to request any appropriate information that is needed during the investigation.
- Within 20 work days of receiving the complaint, the coordinator/designee or the Committee will make recommendations to resolve the complaint based on information considered during the investigation.
- Within 30 work days of receiving the complaint, the coordinator/designee or Executive Director will issue a final resolution to the complainant.

**DISCRIMINATION COMPLAINT FORM**

The Florida Fish and Wildlife Conservation Commission is committed to providing a discrimination free environment. If you feel you have been a victim of discrimination, including unlawful harassment, please complete the following information and forward this form in a sealed envelope marked "Confidential" to the FWC EEO/AA/ADA Coordinator.

Please Print:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Discriminatory Act: \_\_\_\_\_

Basis of Discrimination or Harassment. Mark the applicable box(es):

Race\_\_\_ Color\_\_\_ Sex\_\_\_ Religion\_\_\_ National Origin\_\_\_ Age\_\_\_  
Disability\_\_\_ Genetic Information\_\_\_ Veteran\_\_\_

Event(s) Leading to this Complaint: (Specify relevant dates, times, location(s) and pertinent activities/events):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use the back of this form or additional paper to continue if more space is required)

\_\_\_\_\_  
(Signature of person filing the complaint)

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

Your complaint will be carefully reviewed and a determination made regarding the need for an investigation. Thank you for providing the Commission with an opportunity to promote a work environment free from discrimination. The agency will make every effort to resolve the complaint within 45 days of receipt. You will be periodically notified of the status of your complaint. You may also contact the Office of Inspector General (at 850-488-6068) or the Commission's EEO/AA/ADA Coordinator (at 850-488-6411) at any time for information regarding the status of the complaint. Additional information is located on the my.FWC.com website on the page <http://myfwc.com/license/accessibility/ada/>.

**Return To:** Florida Fish and Wildlife Conservation Commission  
EEO/AA/ADA Coordinator, Paul Clemons  
Office of Human Resources  
620 South Meridian Street  
Tallahassee, Florida 32399-1600