

***NOTIFICATION OF RIGHTS RELATED TO THE EEO COMPLAINT PROCEDURE
(AR 2.7, Chp. 12)***

I have been advised of the following rights related to the investigation of my Equal Employment Opportunity (EEO) Complaint:

1. To limited confidentiality, (my identity will be revealed on a need to know basis only) in the processing of the EEO Complaint;
2. To attempt to resolve this EEO Complaint at any stage of the investigation;
3. To be accompanied, represented, or advised by a representative of my choosing;
4. To voluntarily withdraw this EEO complaint at any stage of the process;
5. To be free from any form of reprisal, retaliation, restraint, interference, or coercion, as a result of filing this EEO Complaint;
6. To file a complaint of discrimination with the U.S. Equal Employment Opportunity Commission (EEOC), and that the filing of an EEO complaint with Arlington County does not negate my right to file a complaint of discrimination with EEOC. However, filing a complaint of discrimination with the EEOC while concurrently having on file the same or similar complaint with the County's EEO Division, will result in the administrative closing of your EEO complaint. (See No. 3 below);
7. To file a grievance alleging discrimination against Arlington County Administrative Regulations pursuant to Chapter 19, Section 4.2, if you are a County employee who is not on probation.

I have also been advised that this EEO Complaint will be administratively closed for the following reasons:

1. Failure to reasonably cooperates in the investigation of this complaint;
2. Failure to accept full remedy as it applies to this complaint;
3. Filing a lawsuit, administrative complaint, or charge of discrimination with the same or similar allegations outside the County process, including a charge of discrimination with the U.S. Equal Employment Opportunity Commission (EEOC);
4. Cease being employed by Arlington County Government.