## Where to file a Discrimination Complaint

If you believe you have been discriminated against, you can file a complaint with the following agencies:

### Miami-Dade Commission on Human Rights, Human Rights & Fair Employment Practices Division, Human Resources Department

Employment & Public Accommodations – 180 days to file from the date of incident Fair Housing - 365 days to file from date of incident 111 NW 1st Street, 21st Floor, Miami, FL 33128 Main: (305) 375-2784 Fax: (305) 375-2114 Website: www.miamidade.gov/humanrights E-mail: OFEP@miamidade.gov

### **Equal Employment Opportunity Commission**

*300 days to file from date of incident* 100 SE 2nd Street, Suite 1500, Miami, FL 33131 Main: (305) 808-1740 Toll-Free: (800) 669-4000 Fax: (305) 808-1855 Website: www.eeoc.gov

### Florida Commission on Human Relations

365 days to file from date of incident 4075 Esplanade Way, Room 110, Tallahassee, FL 32399 Phone: (850) 488-7082 Toll-Free: 1 (800) 342-8170 Fax: (850) 488-5291 Website: fchr.state.fl.us



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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability.

It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act.

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### Harassment Unlawful or Just Awful?





### What is "Unlawful Harassment?"

It is a form of employment discrimination. It is directed at a person or persons because of their protected status and consists of multiple incidents of offensive conduct or one extremely serious act. Harassment based on race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, veteran status, source of income, status as victim of domestic violence or stalking, gender identity or gender expression is prohibited. It creates a hostile or offensive environment and it unreasonably interferes with one's ability to do their job.

### **Examples of Unlawful Harassment**

- Your supervisor reprimands African-American employees for tardiness, but not their Hispanic co-workers.
- Your co-worker constantly uses the "N-word" and makes offensive jokes about African-Americans; you complain to the supervisor, but he or she does nothing about it.
- Once or twice a week, your co-worker emails sexually oriented jokes and pictures to you and the other employees in the office.
- Your supervisor allows younger employees to attend training, but refuses to teach you the new computer system because he says, "it's tough teaching old dogs new tricks."

# Take the Pledge

I pledge to respect everyone, no matter what our differences may be.

### What is "Awful Harassment?"

It may be difficult and awful, but not all harassment is illegal. Awful Harrassment is directed at anyone or everyone and is not based on a protected status. Awful harassment may consist of petty, trivial, or annoying acts such as micromanaging or nitpicking.

### **Examples of Awful Harassment**

- Your manager yells and curses at everyone in the office
- The foreman follows employees to the bathroom to make sure they do not leave the job site
- The manager criticizes you for not being a team player
- Your department head does not smile, greet you, or say thank you

### What if Unlawful Harassment occurs?

If you believe you are being harassed, do not ignore it. Immediately report the conduct to your supervisor or, if you are an employee of Miami-Dade County, your department's Fair Employment Practices Liaison (FEPL). You can also file a complaint with the Human Rights & Fair Employment Practices Division (HRFEP).

### **Employee Rights**

- All employees have the right to work in an environment free from all forms of harassment
- All employees have the right to file a discrimination complaint

### **Employee Responsibilities**

- Engage in professional, respectful behavior at all times
- Take advantage of preventative opportunities, such as trainings

### Steps to Take

- Tell the person you find their conduct offensive
- Document the harassment
- Inform your supervisor or, if you are an employee of Miami-Dade County, your department's FEPL
- File a complaint with HRFEP

