CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

PRE-COMPLAINT INQUIRY

EMPLOYMENT

The completion and submission of this Pre-Complaint Inquiry will initiate an intake interview with a Department of Fair Employment and Housing (DFEH) representative. The Pre-Complaint Inquiry is not a filed complaint. The DFEH representative will determine if a complaint can be accepted for investigation.

NAME: TELEPHONE NUMBER:

ADDRESS: COUNTY OF VIOLATION EMAIL ADDRESS:

CITY/STATE/ZIP:

NAME OF THE EMPLOYER WHOM YOU WISH TO FILE AGAINST (company, government entity, employment agency, union, etc.):

NAME: TELEPHONE NUMBER:

ADDRESS:

CITY/STATE/ZIP:

NUMBER OF EMPLOYEES: _____

Do you need a translator during the complaint process? ☐ Yes ☐ No If yes, indicate language _____

DATE MOST RECENT DISCRIMINATION TOOK PLACE (Month/Day/Year): _____

DOES THE DISCRIMINATION INCLUDE THREATS OR ACTS OF VIOLENCE? ☐ Yes ☐ No

NAME THE INDIVIDUALS WHOM YOU WISH TO FILE AGAINST (Individuals who were involved in this particular complaint):

NAME/TITLE: ADDRESS: PHONE NUMBER:

1. I ALLEGE THAT I EXPERIENCED: ☐ Discrimination ☐ Harassment ☐ Retaliation

BECAUSE OF MY ACTUAL OR PERCIEVED:

- ☐ Age- 40 and Over
- ☐ Ancestry
- ☐ Association with a Member of a Protected Class
- ☐ Color
- ☐ Disability
- ☐ Engagement in Protected Activity
- ☐ Family, Care or Medical Leave
- ☐ Genetic Information or Characteristics
- ☐ Marital Status
- ☐ Medical Condition- Cancer, Cancer Related Illness, or Genetic Characteristics
- ☐ Military or Veteran Status
- ☐ National Origin- Including Language Use Restrictions
- ☐ Race
- ☐ Religion
- ☐ Sex- Gender
- ☐ Sex- Gender Identity or Gender Expression
- ☐ Sex- Pregnancy
- ☐ Sexual Orientation

AS A RESULT, I WAS:

- ☐ Asked Impermissible, Non-Job Related Questions
- ☐ Demoted
- ☐ Denied a Good Faith Interactive Process
- ☐ Denied a Work Environment Free of Discrimination and/or Retaliation
- ☐ Denied Continuation of Employer-Paid Health Care Coverage While On Pregnancy Disability Leave
- ☐ Denied Employment
- ☐ Denied Equal Pay
- ☐ Denied Family Care or Medical Leave
- ☐ Denied Pregnancy Leave
- ☐ Denied Promotion
- ☐ Denied Reasonable Accommodation
- ☐ Denied Reinstatement
- ☐ Denied The Right to Wear Pants
- ☐ Forced to Quit
- ☐ Laid Off
- ☐ Terminated
- ☐ Tested for Genetic Characteristics
- ☐ Other (specify) _____

2. Do you have an attorney who agreed to represent you in this matter? ☐ Yes ☐ No

If yes, please provide the attorney's contact information.

Attorney Name:

_____

Attorney Firm Name:

_____

Attorney Address:

_____

Attorney City, State, and Zip:

_____

3. **Have you filed a complaint with the United States Equal Employment Opportunity Commission (EEOC) before coming to the Department of Fair Employment and Housing?** ☐ Yes ☐ No

4. **Briefly describe what you believe to be the reason(s) for the discrimination, harassment or retaliation. (Optional)**

DEMOGRAPHIC INFORMATION

THIS INFORMATION IS OPTIONAL AND IS ONLY USED FOR STATISTICAL PURPOSES.

GENDER:

☐ Male
☐ Female
☐ Other

MARITAL STATUS:

☐ Single
☐ Married
☐ Divorced
☐ Cohabitation

RACE:

☐ Asian
☐ American Indian or Alaskan Native
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

NATIONAL ORIGIN:

☐ Afghani National Origin
☐ American [U.S.A] National
☐ Bangladeshi National Origin
☐ Cambodian National Origin
☐Canadian National Origin
☐ Chinese National Origin
☐ Cuban National Origin
☐ Dominican National Origin
☐ Egyptian National Origin
☐ English National Origin
☐ Ethiopian National Origin
☐ Fijian National Origin
☐ Filipino National Origin
☐ German National Origin
☐ Ghanaian National Origin
☐ Guamanian National Origin
☐ Haitian National Origin
☐ Hawaiian National Origin
☐ Hmong National Origin
☐ Indonesian National Origin
☐ Iranian National Origin
☐ Iraqi National Origin
☐ Irish National Origin
☐ Italian National Origin
☐ Jamaican National Origin
☐ Japanese National Origin
☐ Korean National Origin
☐ Laotian National Origin
☐ Lebanese National Origin
☐ Malaysian National Origin
☐ Mexican National Origin
☐ Nigerian National Origin
☐ Other African National Origin
☐ Other Asian National Origin
☐ Other Caribbean National Origin
☐ Other European National Origin
☐ Other Hispanic/Latino National Origin
☐ Other Middle Eastern National
☐ Other National Origin
☐ Pakistani National Origin
☐ Puerto Rican National Origin
☐ Salvadoran National Origin
☐ Samoan National Origin
☐ Sri Lankan National Origin
☐ Syrian National Origin
☐ Taiwanese National Origin
☐ Thai National Origin
☐ Tongan National Origin
☐ Vietnamese National Origin

California Department of Fair Employment & Housing Privacy Policy

The California Department of Fair Employment & Housing (DFEH) has adopted this Privacy Policy, effective June 30, 2015. DFEH values the security and privacy of your personal information and is committed to protecting your privacy rights. The DFEH seeks only to collect relevant personal information that enables us to assist you in investigating and resolving complaints of discrimination as prescribed by California Government Code section 12900 et seq. and California Civil Code sections 51, 5.17 and 54 et seq.

All personal information we collect is governed by the State of California Information Practices Act of 1977 (Civ. Code, §§ 1798-1798.78), Government Code sections 11015.5and 11019.9, and the California Public Records Act (Gov. Code § 6250 et seq.).

Outlined below is our online Privacy Policy and Notice:

- Legal Authority for Collection and Use of Information
- Disclosure and Sharing
- What happens to information you submit to us?
- Links
- Cookies
- Public Disclosure
- Minors
- Security
- Access and Corrections to your Personal Information
- How to contact us if you have any questions regarding this policy
- Changes to our Privacy Policy
- Effective date

Legal Authority for Collection and Use of Information

We collect information that may be directly associated with a specific person. We call this "Personal Information," and it includes, names, addresses, telephone numbers and email addresses. We collect this Personal Information through lawful means from individuals who seek to file a complaint with the DFEH, and we use this information to establish jurisdiction and to conduct an investigation of any allegations of Civil Rights violations. If you seek to file a complaint, you are required to provide us with sufficient information in accordance with California Government Code section 12900, et seq., and California Civil Code sections 51, 5.17 and 54 et seq.

Disclosure and Sharing

We do not sell your personal information. Government Code section 11015.5, subdivision (6), prohibits DFEH and all state agencies from distributing or selling any electronically collected personal information about users to any third party without the permission of the user. Any distribution of electronically collected personal information will be solely for the purposes for which it was provided to us, as described below.

We also may share your personal information under the following circumstances:

1. You give us permission.

2. We receive a request from a party with legal authority to obtain the information, such as a subpoena.
3. As authorized by law, it is transferred to / shared with the U.S. Equal Employment Opportunity Commission, the National Labor Relations Board, the U.S. Department of Labor, the U.S. Department of Housing and Urban Development, the U.S. Department of Health and Human Services, the U.S. Department of Education, the U.S. Department of Justice, or any branch of the California State Government, or any other local or Federal agency with similar jurisdiction.
4. Non personal information, including the allegations in the complaint document itself, may be disclosed to the public under the California Public Records Act.

What happens to information you submit to us?

The Personal Information we obtain from you will be used for the purposes for which it was provided: to further the DFEH's efforts to investigate and attempt to resolve the allegations of unlawful discrimination, harassment and/or retaliation that you filed. Electronically collected Personal Information we gather about visits to our website is used to help us improve the user experience and for basic web metrics of our website.

Links

Our website may contain links to other websites on the Internet that are owned and operated by third parties. DFEH does not control the privacy policies or practices of these websites. You are advised to review the privacy policies of the third party offering the website before providing any personal information to these websites. DFEH is not responsible for the content or practices of any linked third party website and such third party websites are provided solely for the convenience and information to our visitors.

Cookies

We do not collect information such as names, addresses, and emails from individuals browsing DFEH's website. However, when you visit our website, a "cookie" may be saved on your computer. A cookie is a tiny piece of data stored by your browser that helps us recognize your unique computer and your preferences when using our website. The information DFEH automatically collects may include the type of browser used, date and time you visited the site, and web pages you visited. This information is collected to improve the user experience and for basic web metrics. The information is deleted after 30 days. This type of electronic information collection is permitted by law and is exempt from requests made under the Public Records Act.

You can refuse the cookie or delete the cookie file from your computer after you visit our website. You can find instructions for managing cookie controls on websites for particular browsers. For example:

- Microsoft Internet Explorer browsers
- Macintosh Safari browsers
- Mozilla Firefox browsers

Public Disclosure

In the State of California, laws exist to ensure that government is open and that the public has a right to access appropriate records and information possessed by state government. At the same time, there are exceptions to the public's right to access public records.

These exceptions serve various needs including maintaining the privacy of individuals. Both state and federal laws provide exceptions. All information collected at this site becomes a public record that may be subject to

inspection and copying by the public, unless an exemption in law exists. In the event of a conflict between this Privacy Notice and the Public Records Act, the Information Practices Act and/or other law governing the disclosure of records, the Public Records Act, the Information Practices Act and/or other applicable law will control.

Minors

We recognize the importance of protecting privacy where minors (a person under 18 years of age) are involved. We are committed to protecting the privacy of minors and do not knowingly collect personal information from minors or create profiles of minors through our website. Users are cautioned, however, that the collection of personal information submitted online or in an e-mail will be treated as though it was submitted by an adult. DFEH strongly encourages parents, guardians and adults to be involved in the internet activities of their children or other minors they are responsible for and to provide guidance whenever minors are asked to provide personal information online. If you believe a minor has provided us with personal information, we ask that a parent or guardian contact us at 1-800-884-1684.

Security

DFEH has put security measures in place to safeguard and protect your information from unauthorized access, disclosure, and loss. Our policy limits access to personal information to employees who have an established business need for the Personal Information including those directly involved in the filing, investigation, resolution and/or litigation of your complaint. Information that is physically located within the DFEH is protected by various security measures, which may include the use of encryption software to protect the security of an individuals' personal information during transmission and storage. Personal Information is destroyed according to the DFEH's records retention policy, and we only retain these records for as long as necessary to fulfill our business need. We train our employees on procedures and management of personal information we collect as well as on taking precautions and complying with limitations on the release of personal information.

Access and Corrections to your Personal Information

You have the right to review any Personal Information we collect about you. If you request all or a portion of the Personal Information collected about you by the DFEH, we will provide you with the Personal Information requested and explain how we use the information. You may request changes to your Personal Information you believe is incorrect by submitting a written request that credibly shows the error. If you believe that your Personal Information is being used for a purpose other than what you intended when you submitted it, you may contact us to so we can rectify the misuse. In all cases, we will take reasonable steps to verify your identity before granting access or making corrections.

How to contact us if you have any questions regarding this policy

If you have any questions or concerns about the information presented in this Privacy Notice, you may contact:

DFEH Privacy Officer
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
1-800-884-1684

Changes to our Privacy Policy

We may update and revise our Privacy Policy. We will post any privacy policy changes on this page and, if the changes are significant, we will provide a more prominent notice.

Effective date

June 30, 2015