

Complainant:

Because of the large volume of such inquiries regarding discrimination complaints, we ask that you please complete the following Discrimination Statement and return it to ADOSH at 800 W. Washington St., Phoenix, AZ 85007. **Please keep in mind that by statute, your written discrimination complaint must be received by this office within 30 calendar days of the alleged discriminatory act, or it will not be investigated.** Upon receipt of your completed Discrimination Statement, an investigator will call you as soon as possible to start the investigation.

Please save any evidence bearing on your complaint such as notes, minutes, discharge slips, letters, pay stubs, etc., and have them ready when the investigator calls. It will be helpful if you could write down a brief factual account of what has happened and prepare a list of any potential witnesses involved. When we receive your completed questionnaire we will advise the employer of the charge and request a written position. Every effort will be made to thoroughly review and evaluate your complaint as expeditiously as possible. It is your responsibility to advise this office of any changes in your address or telephone number, and your continued interest will be appreciated.

Finally, please be advised that as a complainant, you have the right to concurrently file a complaint under section 11(c) with Federal OSHA within 30 days of the alleged retaliatory action, if you are filing against a private sector employer. Concurrently filing a complaint with OSHA will protect your rights to seek a remedy through OSHA in the event that ADOSH reaches a decision with which you do not agree. You may contact Federal OSHA, Region IX, at 415-625-2547.

Sincerely,

ADOSH

AUTHORIZATION FOR RELEASE OF EMPLOYMENT RECORDS

To Whom It May Concern:

The undersigned _____, does hereby authorize The Industrial Commission of Arizona to obtain copies of any and all personnel and employment records involving his/her employment with _____.

Dated this _____ day of _____, 2009
