



**New Jersey State Policy Prohibiting Discrimination in the Workplace  
AND  
Procedures for Processing Internal Complaints Alleging Discrimination in the Workplace**

**DEPARTMENT OF CHILDREN AND FAMILIES  
Acknowledgement of Receipt**

The State of New Jersey is committed to providing every employee with a workplace free from unlawful discrimination.

The “New Jersey State Policy Prohibiting Discrimination in the Workplace” (*State Policy*) applies to state employees and agencies. This policy applies to both conduct that occurs in the workplace and conduct that occurs at any location which can be reasonably regarded as an extension of the workplace (any field location, any off-site business-related social function, or any facility where State business is being conducted and discussed). This policy is being distributed to State-wide vendors/contractors with whom a State agency has a direct relationship. Vendors/contractors are requested to become familiar with the policy, and with the “Procedures for Internal Complaints Alleging Discrimination in the Workplace.”

Any questions you may have about the *State Policy* or *Procedures* should be directed to Jillian Hendricks, Director of EEO/AA at 609-292-0209.

Please sign this Acknowledgement of Receipt form to confirm receipt of the updated *State Policy* and *Procedures*. Please return this form to:

Department of Children and Families  
Office of Equal Employment Opportunity and Affirmative Action  
222 So. Warren Avenue, PO Box 729  
Trenton, NJ 08625-0729

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Director/CEO Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Director/CEO: \_\_\_\_\_

Date of Signature: \_\_\_\_\_