



New Jersey State Policy Prohibiting Discrimination in the Workplace

AND

Procedures for Processing Internal Complaints Alleging Discrimination in the Workplace

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" (Procedures).

Any questions you may have about the State Policy or Procedures should be directed to the Director of the Department of Children and Families' Office of Equal Employment Opportunity and Affirmative Action at 609-888-7177, or email DCFEEqual.EmploymentOpportunity@dcf.nj.gov.

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
50 East State St, 4th Floor
P.O. Box 717
Trenton, NJ 08625-0717**

Agency Name: _____

Agency Address: _____

Director/CEO Name (Print): _____

Title: _____

Signature of Director/CEO: _____

Date of Signature: _____