

DOCUMENTING EMPLOYMENT DISCRIMINATION

If you believe you are treated unfairly in the workplace it is important to keep a record of it. You will need details about your treatment if you file a charge of discrimination. A written record will be helpful during that process. You also have the right to, and should, regularly review and copy your personnel file.

When documenting any circumstance in which you believe you have been treated unfairly, you should include:

- The time, date, and where you were treated unfairly.
- The names of everyone involved, including any witnesses.
- A description of everything that happened. You should include quotes if you remember exactly what someone said or you can summarize what you heard.

How should I store this information?

The way you store this information is up to you. You may have a:

- Notebook
- Calendar
- Computer file

You also should keep a copy of all papers you may have received from people involved in the discrimination. This may include:

- Notes
- Memos or letters
- Files
- Policies and procedures
- Reports or evaluations
- E-mails

Where can I find more information?

If you believe you have been discriminated against and would like information on how to file a charge, you may request Disability Rights Rhode Island's "Employment Discrimination Fact Sheet."

For more information about your employment rights, contact Disability Rights Rhode Island at info@drri.org or **401-831-3150**.