



**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 Jillian Hendricks, Director of the Office of EEO/AA at 609-888-7177, or an email sent to dcfeeo@dcf.state.nj.us.

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
50 East State Street, 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: _____