



DISCRIMINATION AND HARASSMENT SOLUTIONS LLC

Dear Mr. Smith:

I am writing to advise that you have been named in a complaint alleging race discrimination and/or harassment by your colleague Ms. Jones.

Please be advised that the Town's investigation into these allegations has been assigned to Human Resources Director Ms. Ryan. You are hereby ordered to participate in an investigatory interview with Ms. Ryan on Thursday, September 03, 2017, at 10:00 AM. Please report to her office and you will be directed to the interview room. You may choose to have union representation and/or legal counsel present during this investigative interview.

Please note that the investigation of complaints against you is on-going and the nature and extent of the allegations against you may be supplemented, as warranted by the information gathered during the investigation.

This matter is highly confidential and, for the purpose of protecting the privacy interests of all involved parties and to ensure the integrity of the investigation, you are encouraged to refrain from discussing this matter with any third party except your legal or Union representatives.

Finally, I do take this opportunity to remind you that the Town strictly enforces a policy of non-retaliation by or against any party involved in any way with the complaint and investigation process and it will not be tolerated.

If you have any questions, please contact me directly.

Very truly yours,