



DISCRIMINATION AND HARASSMENT SOLUTIONS LLC

Dear Ms. Jones:

I am writing to advise that I am in receipt of your allegations of inappropriate behavior by Mr. Smith and I want to take this opportunity to again emphasize that the Town considers all complaints of discrimination and harassment to be serious and deserving of a thorough investigation. As a result, the Town's investigation into your allegations has been assigned to Human Resources Director Ms. Ryan. As part of the investigation process, Ms. Ryan would like to interview you in connection with your allegations on Wednesday, September 02, 2017 at 10:00 AM. Please report to my office and you will be directed to the interview room.

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. Any such unlawful conduct must be reported immediately to Ms. Ryan.

If you have any questions or comments, please do not hesitate to contact me directly.

Very truly yours,