



## DISCRIMINATION COMPLAINT POLICY AND PROCEDURES

**Responsible officer:**  
**GCMAS Administrator**  
**Contact:**[saharhassani90@gmail.com](mailto:saharhassani90@gmail.com)  
**Date of policy:** 2/26/2018

### 1. Policy Statement:

The Gait and Clinical Movement Analysis Society (GCMAS) is firmly committed to working to ensure that all individuals who are authorized to conduct business with and/or on behalf of GCMAS are not harassed or discriminated against in any form. To that end, it is the policy of GCMAS to comply with all federal and state anti-discrimination laws and regulations, including those covering affirmative action: Executive Order 11246 Titles VI and VII of the Civil Rights Act of 1964, The Civil Rights Act of 1991, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination Act of 1967, Equal Pay Act of 1963, the Genetic Information Nondiscrimination Act of 2008 (GINA), Veterans Assistance Act of 1972 and Commonwealth of Massachusetts Executive Orders 74 and 143 and Massachusetts Chapter 151B, as well as other applicable state and federal laws.

### 2. Responsibilities:

#### a. Complainant Responsibilities

A formal complaint should be filed as soon as possible following the occurrence(s) of the harassment or discrimination; prompt filing within ninety (90) days of the incident or the last occurrence is strongly encouraged. However, GCMAS retains the right to review a complaint of harassment or discrimination that is filed beyond the recommended time period.

#### b. GCMAS Administrator Responsibilities

The GCMAS administrator initiates the investigation of the complaint within ten (10) working days of receipt of the formal/written complaint or within a time frame after the informal complaint has been filed by the complainant. Documents relevant to the investigation are held in a confidential case file. Information is shared with all parties on a need-to-know basis during the investigation of the complaint.

The President and GCMAS Administrator will inform the party against whom the complaint is made that a harassment or discrimination complaint has been filed against him/her. Other relevant persons of the complainant and the accused will be informed on a need-to-know basis. Upon completion of the investigation, GCMAS administrator reviews the findings with all of the appropriate parties. Every effort is made to complete the review within forty-five (45) working days after the complaint is filed with the Administrator.

If the Administrator determines through its investigation that the allegations in the complaint are probable, it will recommend to the appropriate manager that disciplinary action be taken against the accused individual. Disciplinary action, which may include release of duties, will be appropriate to the offense and individuals involved. The complainant will be notified either

verbally or in writing of the disposition of the investigation. The accused will be notified either verbally or in writing of the findings and, where/when appropriate, the recommended sanctions.

### **3. Procedures**

a. If any individual(s) (complainant) believes he/she has been subject to harassment or discrimination, the individual should initiate a complaint immediately by contacting the GCMAS administrator. The longer the period of time between the incident and the initiation of a complaint, the more difficult it is to reconstruct what occurred. A complaint should be filed as soon as possible following the occurrence(s) of the harassment or discrimination; prompt filing within ninety (90) days of the last occurrence is strongly encouraged. However, GCMAS retains the right to review a complaint of harassment or discrimination that is filed beyond the recommended time period.

b. **The presence/involvement of legal counsel is not permitted at any time during the harassment or discrimination complaint procedures.**

### **4. Complaints**

During the informal complaint process, a complainant shares his/her concern with the Administrator. The Administrator may suggest ways the complainant can resolve the issue(s) in an informal, non-adversarial approach that satisfies all concerned parties. The Administrator may refer complainant to other appropriate persons or offices. The Administrator may schedule follow-up meetings as needed to further assist the complainant. When filing an informal complaint, the individual must provide the following information:

- the name of the complainant;
- the specific nature of actions/behaviors leading to the allegation of harassment or discrimination;
- the date(s) and time(s) of the occurrence(s) of harassment or discrimination;
- a detailed description of the occurrence(s) of the harassment or discrimination;
- the name(s) of the person(s) the complainant is accusing of the harassment or discrimination;
- the name(s) of other individual(s) who have knowledge of the occurrence(s) of the harassment or discrimination brought forth in the complaint; and
- the remedy or relief that is being sought.

### **5. Retaliation**

Retaliation against an individual for filing a complaint of harassment or discrimination, or against any individual for cooperating in an investigation of a complaint, is against the GCMAS policy and **it is against the law.**

### **6. Definitions**

**Complainant:** An individual who believes he/she has been subject to harassment or discrimination and who files a complaint of harassment or discrimination, either informal or formal, against another individual(s).

**Accused:** Any person who has a harassment or discrimination complaint brought against them.

**Discrimination:** Action on the basis of unlawful prejudice.

**Protected Classes:** The individual afforded legal protection because of their race, color, creed, religion, gender (including pregnancy, childbirth, or related medical conditions) age, sexual orientation, gender identity and expression, genetic information, national origin, covered veteran status, disability, ancestry or any other characteristic protected by law.

**Harassment:** Inappropriate and/or unlawful behavior directed toward a member of a protected class.

**Retaliation:** Conduct which is taken against a complainant because they have filed a complaint or conduct taken against an individual who has cooperated with the investigation of a complaint.



**FORMAL COMPLAINT FORM**  
**Confidential**

(To be filed within ninety (90) days of the alleged occurrence)  
Return to: GCMAS Administrator at saharhassani90@gmail.com

1. Name of Complainant: \_\_\_\_\_

2. Today's Date: \_\_\_\_\_

3. Name of person (s) accused of the alleged occurrence:  
\_\_\_\_\_  
\_\_\_\_\_

4. Date of alleged occurrence (Write the day, date, time and location):  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of Person(s) who witnessed alleged occurrence:  
\_\_\_\_\_  
\_\_\_\_\_

6. Please write a detailed description of the occurrence:  
\_\_\_\_\_  
\_\_\_\_\_

7. What remedy are you seeking?  
\_\_\_\_\_  
\_\_\_\_\_