



WISCONSIN STATE FAIR PARK INTERNAL DISCRIMINATION & HARASSMENT COMPLAINT POLICY

A. PURPOSE

Wisconsin State Fair Park (WSFP) strives to promote a workplace that is free of discrimination and harassment in accordance with its [EEO/AA Policy](#). The Internal Discrimination and Harassment Complaint Policy provides a mechanism for employees to raise concerns about discrimination or harassment which may be occurring in the workplace. The procedures offer an expedited review of complaints or issues and seek to resolve them to the satisfaction of the employee. The program is designed to encourage an internal and informal resolution of issues or complaints with the goal of finding an expedient and straightforward solution.

B. INFORMAL COMPLAINT PROCEDURES

1. Employees who believe they have been subject to discrimination or feel they are in a hostile work environment are encouraged to talk to the individual causing the issue and promptly notify his or her first-line supervisor to help resolve the issue as soon as possible. If a solution can be found within the work unit, it can be resolved internally.
2. If the issue lies with the employee's supervisor, the next-level supervisor (the supervisor's supervisor) should be notified. If an employee is not comfortable approaching his or her first-line supervisor, he/she should contact the Human Resources Manager.
3. If unable to resolve the issue internally, the Human Resources Department must be notified of the complaint. Once contacted regarding a complaint, the Human Resources Manager or designee will conduct a review of the allegations to clarify the nature of the alleged discrimination, gather the details of the complaint, and gain understanding of the relief desired by the employee. As part of the review, the Human Resources Manager or designee may contact the employee's supervisor and/or other employees to assist in resolving the complaint. Confidentiality of the individual filing the complaint will be protected as much as possible.
4. The Human Resources Manager or designee will complete the review and make recommendations to address the situation with the employee filing the issue or complaint and, if appropriate, others involved in the complaint or review.
5. At any time in the process, if the employee is not satisfied with the results of the informal review, he or she is entitled by law to file a formal complaint with the Department of Workforce Development (DWD) Equal Rights Division, the U.S. Equal Employment Opportunities Commission, or any other formal complaint mechanism. If the employee decides to file a formal complaint, any informal procedure in progress may or may not terminate, depending on the circumstances.

C. RETALIATION

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment. Such retaliation is also illegal under [Section 111.322\(2m\), Wisconsin Statutes](#).