



## **HOW TO FILE A CHARGE OF DISCRIMINATION**

You may file a charge of discrimination at the Yakama Nation TERO office, located at **410 S. G Street, Toppenish, WA 98948**. The YN TERO's authority to resolve complaints extends to allegations of discrimination based on race, color, national origin, sex age, or disability. If you believe you have been discriminated against on any of these bases, you may file a complaint.

### **FILING IN PERSON**

It is always helpful if you bring with you to the meeting any information or papers that will help us understand your case. For example, if you are fired because of your performance, you might bring with you the letter or notice telling you that you were fired and your performance evaluations. You might also bring with you the names of people who know about what happened and information about how to contact them. You can bring anyone you want to your meeting. You can also bring your lawyer although you don't have to hire a lawyer to file a charge.

### **BY TELEPHONE**

Although we do not take charges over the phone, you can get the process started over the phone. You can call the Yakama Nation TERO Director at **(509) 314-6707** to submit basic information about a possible charge.

### **BY MAIL**

You must file a charge by sending a letter that includes the following information:

- Your name, address, and telephone number
- The name, address and telephone number of the employer (or employment agency or contractor) you want to file a charge against.
- A short description of the events you believe were discriminatory (for example, you were fired, demoted, harassed)
- When the events took place
- Why you believe you were discriminated against (for example, because of your race, color, religion, sex, national origin, age (40 or older), or disability)
- What actions have you tried to resolve the matter using a grievance procedure or filing with another agency.
- What remedy you desire (for example, back pay, front pay, or reinstatement)
- Your signature

Don't forget to sign your letter and if you do not sign it we cannot investigate. Your letter will be reviewed and if more information is needed we will contact you to gather that information at a later date. We will contact you and may put all the information you on an official charge form and ask you to sign it again.