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GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF HUMAN RESOURCES**  
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Rebecca R. Hunter  
COMMISSIONER

**MEMORANDUM**

**TO:** All Executive Branch Commissioners and Appointing Authorities

**FROM:** *Rebecca R. Hunter*  
Rebecca Hunter, Commissioner

**DATE:** February 24, 2015

**SUBJECT:** Gathering Information Concerning Workplace Harassment and Discrimination

The state is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or harassment in the workplace. In maintaining this commitment, the Department of Human Resources requests that each agency provide the Department with detailed information pertaining to workplace harassment complaints in your agency on a regular basis. As part of the Department's biannual review, we now request that each agency provide information on workplace harassment complaints for the period of **August 1, 2014 through January 31, 2015**.

As in previous requests, we are providing a form, electronically, with the information required for the Department's analysis. Simply complete the information about each complaint received by your agency during the relevant time period. There is no need to send actual copies of the corresponding files. However, please be advised that the Department may conduct a random audit of the files or seek additional information if necessary.

Please submit this information to Lesley Farmer, Equal Employment Opportunity Director and Assistant General Counsel for the Department, by close of business **March 20, 2015**. If you cannot meet the deadline or if you have questions please contact Ms. Farmer at (615) 253-7685 or [Lesley.T.Farmer@tn.gov](mailto:Lesley.T.Farmer@tn.gov). Thank you for your continued assistance and commitment to ensuring a respectful workplace.

RH: If

cc: HR Directors and EEO Officers