

## **OFFICIAL POLICY STATEMENT**

In accordance with State Personnel Board Rule 478-1-.20 and Georgia Department of Corrections Standard Operating Procedure 104.43 Employee Complaint Resolution Procedure, it is the policy of the Georgia Department of Corrections [GDC] that every eligible employee may file a complaint. An otherwise eligible employee who has been notified of termination shall not be eligible to file a complaint.

Employees shall be free to use the GDC employee complaint resolution procedure without fear of unlawful discrimination or reprisal. Anyone who intentionally supplies false or misleading information regarding a complaint or anyone who attempts to or actually does harass, intimidate, or retaliate against an employee for using this employee complaint resolution procedure or for providing information regarding a complaint will be subject to disciplinary action up to and including termination of employment.

Employees wishing to review a copy of GDC's employee complaint resolution procedure may do so by accessing the GDC PowerDMS link on Captiva or by contacting their local Human Resources Office. Any questions regarding the complaint process should be directed to the Agency Complaint Resolution Coordinator at (478) 992-5211 or via mail at:

**Agency Complaint Resolution Coordinator  
CHRM/Gibson Hall/2<sup>nd</sup> Floor  
P. O. Box 1529  
Forsyth, Georgia 31029**