**Policy:** To protect and safeguard the civil rights of all individuals on Guam to seek, have access to, obtain and hold employment without discrimination because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, sex, and or age. Employment practices should treat all individuals equally, evaluating each individual only on the basis of bonafide occupational qualification, unless pursuant to permissible defense as enumerated in the law.

Sometimes employment practices are unfair, but not illegal. We can only address charges of illegal discrimination. **This means that the unfair treatment you claim to have received must have happened because of one or more of the following reasons:**

<table>
<thead>
<tr>
<th>1) Your Race</th>
<th>6) Your Age (if you are age 40 or over)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Your Color</td>
<td>7) Your Disability</td>
</tr>
<tr>
<td>3) You Sex (includes Pregnancy)</td>
<td>8) Your Genetic Information</td>
</tr>
<tr>
<td>4) Your National Origin (or Ancestry)</td>
<td>9) Retaliation*</td>
</tr>
<tr>
<td>5) Your Religious Beliefs</td>
<td></td>
</tr>
</tbody>
</table>

*Retaliation because of the following reason(s):

a) You opposed an act violating one of the statutes enforced by the U.S. Equal Employment Opportunity Commission (EEOC) and Government of Guam/Department of Labor, a Fair Employment Practice Division (FEPD).

b) You filed a complaint; or you testified, assisted, or participated in an investigation, proceeding, or hearing, concerning prohibited discrimination, conducted by the U.S. EEOC and/or the FEPA.

c) You requested a reasonable accommodation (religion or disability).

d) You associated with someone protected by one of the laws enforced by the U.S. EEOC and the FEPA.

**UNFAIR TREATMENT THAT IS NOT DUE TO ONE OR MORE OF THE ABOVE REASONS IS NOT HANDLED BY THE FAIR EMPLOYMENT PRACTICE DIVISION, GUAM DEPARTMENT OF LABOR.**

**PROTECTION COVERS ALL WORKERS, REGARDLESS OF CITIZENSHIP OR IMMIGRATION STATUS.**

**IF YOU BELIEVE THAT THE ACTION TAKEN AGAINST YOU WAS BASED ON ONE OR MORE OF THE ABOVE REASONS, PLEASE COMPLETE AN INTAKE QUESTIONNAIRE. ALL INFORMATION YOU PROVIDE IS STRICTLY CONFIDENTIAL.**

**SUBMIT COMPLETED INTAKE QUESTIONNAIRE TO:**

**Guam Department of Labor ● Fair Employment Practice Division**
Suite 401, GCIC Building ● 414 West Soledad Avenue ● Hagåtña, Guam 96910

**TELEPHONE:** (671) 300-4544/5 ● **FAX:** (671) 475-6811 ● **EMAIL:** dol-fepa@dol.guam.gov