**Who Can File a Complaint**

* Any employee or applicant who believes he/she has been the victim discrimination has a right to file a complaint of discrimination.
* Persons in authority (e.g., commanders, directors, supervisors, etc.) who have knowledge of a discrimination incident, should ensure that the appropriate actions are taken to immediately address the situation and prevent further occurrences. The failure of a person in authority to take the appropriate steps to address a discrimination incident may result in disciplinary action.

**Note: Attempts should be made to address the circumstances at the lowest level possible with the intent to immediately correct the situation and prevent further occurrences.**