

## NOTICE OF RIGHTS REGARDING ALLEGATIONS OF DISCRIMINATION, HARASSMENT, OR SEXUAL HARASSMENT

### General Information:

Pursuant to Section 25-63 of the State Officials and Employees Ethics Act (5 ILCS 430/25-63), persons subjected to alleged discrimination, harassment, or sexual harassment are entitled to certain rights upon filing a complaint with the Legislative Inspector General. A “complainant” means a known person identified in such a complaint as a person subjected to alleged discrimination, harassment, or sexual harassment in violation of Section 5-65 of this Act (5 ILCS 430/5-65) or Article 2 of the Illinois Human Rights Act (775 ILCS 5/2-101 et. seq.), regardless of whether the complaint is filed by the person.

For an explanation of the process for filing a complaint with the Office of the Legislative Inspector General please visit <http://ilga.gov/commission/lig/default.asp>, which contains a link to a Case Initiation Form. A complainant may submit a complaint by filling out and submitting this form per the instructions on the form. For access to the Administrative Rules governing the duties and procedures of the Legislative Inspector General and the Legislative Ethics Commission, please visit <http://ilga.gov/commission/lec/default.asp>.

According to the State Officials and Employees Ethics Act, the identity of any individual providing information or reporting any possible or alleged misconduct to the Legislative Inspector General or the Legislative Ethics Commission shall be kept confidential and may not be disclosed unless the individual consents to disclosure of his or her name or disclosure of the individual's identity is otherwise required by law. For a complainant to consent to disclosure of his or her identity, he or she must sign the Waiver of Right to Confidentiality form, which is a part of the Case Initiation Form.

### Complainant's Rights:

Once a complainant has submitted a Case Initiation Form to the Legislative Inspector General, he or she has the following rights:

1. Within 5 business days of the Legislative Inspector General receiving a complaint in which the complainant is identified, to be notified by the Legislative Inspector General of the receipt of the complaint, the complainant's rights, and an explanation of the process, rules, and procedures related to the investigation, and the duties of the Legislative Inspector General and the Legislative Ethics Commission.
2. Within 5 business days after the Legislative Inspector General's decision to open or close an investigation into the complaint or refer the complaint to another appropriate agency, to be notified of the Legislative Inspector General's decision unless the Legislative Inspector General reasonably determines that publicly acknowledging the

existence of an investigation would interfere with the conduct or completion of that investigation, under which circumstances, the notification may be withheld until public acknowledgement of the investigation would no longer interfere with that investigation.

3. After an investigation is opened, to have any interviews of the complainant audio recorded by the Legislative Inspector General and to review, in person and in the presence of the Legislative Inspector General or his or her designee, any transcript or interview report created from that audio recorded interview. The complainant may provide any supplemental statements or evidence throughout the investigation.
4. To have a union representative, attorney, co-worker, or other support person who is not involved in the investigation, at the complainant's expense, present at any interview or meeting, whether in person or by telephone or audio-visual communication, between the complainant and the Legislative Inspector General or Legislative Ethics Commission.
5. To submit a complainant impact statement that shall be included with the Legislative Inspector General's summary report to the Legislative Ethics Commission for its consideration.
6. To testify at a hearing held under subsection (g) of Section 25-50 (5 ILCS 430/25-50(g)), to the extent the hearing is based on an allegation of a violation of Section 5-65 of this Act (5 ILCS 430/5-65) involving the complainant, and have a single union representative, attorney, co-worker, or other support person who is not involved in the investigation, at the complainant's expense, accompany him or her while testifying.
7. To review, within 5 business days prior to its release, any portion of a summary report of the investigation subject to public release under Article 25 of the State Officials and Employees Ethics Act (5 ILCS 430/25 et. seq.) related to the allegations concerning the complainant, after redactions made by the Legislative Ethics Commission, and offer suggestions for redaction or provide a response that shall be made public with the summary report.
8. To file a complaint with the Legislative Ethics Commission for any violation of the complainant's rights under this Section by the Legislative Inspector General.
9. The complainant shall have the sole discretion in determining whether or not to exercise the rights set forth herein. All rights herein shall be waived if the complainant fails to cooperate with the Legislative Inspector General's investigation of the complaint.

10. A complainant receiving a copy of any summary report, in whole or in part, shall keep the report confidential and shall not disclose the report, or any portion thereof, prior to the publication of the report by the Legislative Ethics Commission. A complainant who violates this subsection shall be subject to an administrative fine by the Legislative Ethics Commission of up to \$5,000.