



## EMPLOYEE COMPLAINT RESOLUTION OFFICIAL POLICY STATEMENT

In accordance with *Rule 478-1-.20* of the Rules of the State Personnel Board and the Georgia Department of Natural Resources Standard Operating Procedure HR303, *Employee Complaint Resolution*, it is the policy of the Georgia Department of Natural Resources 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 DNR Employee Complaint Resolution procedure without fear of unlawful discrimination or reprisal. Anyone who intentionally supplies false or misleading information in connection with a complaint or anyone who attempts to or actually harasses, intimidates, or retaliates against an employee for using this Employee Complaint Resolution procedure or for providing information in connection with a complaint will be subject to disciplinary action, up to and including termination of employment.

Employees wishing to review a copy of the Department's *Employee Complaint Resolution* procedure may do so by accessing the DNR Intranet at:

<http://dnrintranet.org/hr/standard-operating-procedures>

or by contacting their Division Personnel Representative. Any questions regarding the complaint process should be directed to the Department Human Resources Director at (404) 656-7560 or via mail at:

**DNR Office of Human Resources  
2 Martin Luther King, Jr. Drive, S.E.  
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