



FREE CHECKLIST

RACE DISCRIMINATION AT WORK

PROTECT YOUR RIGHTS & PRESERVE IMPORTANT EVIDENCE



1 BEFORE YOU REPORT DISCRIMINATION

- ☐ Review your employee handbook and company policies.
- ☐ Write down exactly what happened while it is still fresh in your mind.
- ☐ Record the date, time, location, and details of each incident.
- ☐ Identify everyone involved in the incident.
- ☐ Identify any witnesses to the incident.
- ☐ Save copies of company policies, handbooks, or procedures.
- ☐ Continue to perform your job duties to the best of your ability.



2 SAVE IMPORTANT EVIDENCE

Save and keep copies of anything that shows different treatment because of your race.

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| ☐ Emails discussing: <ul style="list-style-type: none">• your complaint• discipline• performance• promotions• transfers• job assignments | ☐ Written complaints or grievances |
| ☐ Text messages | ☐ Company policies or employee handbook |
| ☐ Performance evaluations | ☐ Job description |
| ☐ Disciplinary notices | ☐ Screenshots of messages, posts, or comments |
| ☐ Work schedules | ☐ Photographs or other relevant images |
| ☐ Pay stubs and pay records | ☐ Voicemails |
| ☐ Time and attendance records | ☐ Notes from meetings or conversations |
| | ☐ Any other documents related to the situation |



3 KEEP A TIMELINE

Keep a record of every incident. Be as detailed as possible.

DATE	WHAT HAPPENED	WHO WAS INVOLVED	WITNESSES



IMPORTANT CONTACTS

Supervisor: _____ EEOC Office: _____
HR Representative: _____ Attorney: _____
Union Representative: _____ Other: _____



WARNING SIGNS

You may be experiencing race discrimination if you notice any of the following:

- ✓ Racial slurs, jokes, or offensive comments
- ✓ Different rules or standards applied to you
- ✓ Unequal discipline for similar behavior
- ✓ Being passed over for promotion or training
- ✓ Exclusion from meetings, projects, or opportunities
- ✓ Different job assignments or poor working conditions
- ✓ Retaliation after you complain or report discrimination
- ✓ Termination or demotion after complaining
- ✓ Hostile or intimidating treatment because of your race



BEFORE YOU SIGN ANYTHING

- ☐ Read every document carefully.
- ☐ Do not feel pressured to sign immediately.
- ☐ Consider having an employment attorney review any of the following before you sign:
 - Severance Agreements
 - Settlement Agreements
 - Releases
 - Last Chance Agreements
 - Arbitration Agreements



NEED HELP?

If you believe you have been treated differently because of your race, Alvarez Legal is here to help.

Contact us today for a confidential consultation.



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WE FIGHT FOR
REGULAR PEOPLE.



WE HANDLE
THE LEGAL FIGHT.



NO FEE UNLESS
WE WIN.*