



AN EFFECTIVE RESPONSE TO AN EEOC COMPLAINT

Put together a detailed response to an EEOC complaint using the seven-step process. First, to build one's case, the employer should begin by discussing its commitment to a workplace free of prejudice with equal opportunities. Second, briefly summarize the case. Third, create context by addressing the laws allegedly broken and what the company's position is on the allegations. Fourth, include copies of all policies and procedures. Fifth, include the employer's whole argument. Sixth, explain any precedents supporting the employer's position. Seventh, close with a strong concluding statement. This response should be clear enough for someone with no knowledge of the circumstances to know exactly what happened. For more details on the article [Click Here](#) Want to see which Human Resource jobs are available near you? [Click here](#) to see.

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