




Date: March 29, 2011

To: Meat and Poultry Establishment License Holders

From: W. Michael Hockman, D.V.M.  
Chief, Division of Meat Inspection



Subject: "And Justice for All"

The information enclosed is provided for your review:

#### **"Justice For All" Poster**

This document explains the meaning of the "And Justice for All" poster that has been previously provided to your facility by the Ohio Department of Agriculture (ODA), Division of Meat Inspection. The ODA and USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status in employment or in any program or activity conducted or funded by the two Departments.

The ODA, Division of Meat Inspection receives funding from USDA; it is because of this funding source that USDA is included in this memorandum.

#### **How to file an ODA or USDA Program Discrimination Complaint**

This document describes the procedures for filing a complaint if you feel you have been discriminated against. The procedures include two ways to file a complaint either by telephone or in writing.

If you have any questions regarding the "And Justice for All" poster or the procedures for filing a discrimination complaint, please discuss them with your meat inspector, district supervisor or my office. Alternately, you may also inquire directly with the USDA's Office of Adjudication at (866) 632-9992 (toll free). TDD users can contact USDA through local relay or the Federal relay at (202) 401-0216.

#### **How to file an ODA or USDA Program Discrimination Complaint**

It is the policy of ODA and USDA to ensure that no person is excluded from, denied the benefits or, or otherwise subjected to prohibited discrimination in programs conducted or funded by either agency. In programs conducted by both agencies discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation,



disability, or because all or part of an individual's income is derived from any public assistance program is strictly forbidden. In programs that receive Federal financial assistance from USDA, discrimination on the basis of race, color, religion, sex, age, disability or national origin is prohibited. If you believe you have been subjected to discrimination by ODA, please follow the guidance below:

There are two ways to file a complaint.

1. You can call the USDA Office of Adjudication at (866) 632-9992 (voice), or (202) 401-0216 (TDD), or the Ohio Department of Agriculture, Division of Human Resources at (614) 466-4595 (voice), or (800) 282-1955 (toll free) or (800) 750-0750 (TTY Ohio Relay Service).
2. You can write a letter. Include the following in your letter:
  - Your name, address, and telephone number.
  - The name, address and telephone number of your attorney or authorized representative, if you are represented.
  - The basis of your complaint. The basis is what you believe was the source of the discrimination you experienced, such as your race, color, national origin, gender, religion, age, disability, or where applicable, political beliefs, marital status, familial status, sexual orientation, income, or because all or part of your income is derived from any public assistance source (not all bases apply to all programs). You may indicate more than one protected basis.
  - The date(s) that the incident you are reporting as discrimination occurred. Please note that the offices have the authority to investigate only actions that took place no more than **180 days prior to the filing of your complaint**. If the discrimination occurred more than 180 days ago, you may request a waiver of the filing requirement.
  - The name of the individual(s) whom you believe discriminated against you and the agency or recipient that employs that/those individual(s).
  - The issue(s) of your complaint. The issue is the incident that occurred, or the action that was taken by the individual(s) or agency that discriminated against you, which caused you some harm. Explain as clearly as possible what happened, why you believe it happened and how you were discriminated against. Please include how other persons were treated differently from you, if applicable. If you were denied a benefit or service, please provide a copy of the denial letter. If you have documents to support the discrimination you are reporting, provide a copy of the supporting documents.

Mail your letter to: U.S. Department of Agriculture  
Director, Office of Adjudication  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Ohio Department of Agriculture  
Division of Human Resources  
8995 East Main Street  
Reynoldsburg, OH 43068

Thank you for your attention to this very important subject.



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