



# REPORT WORKPLACE HARASSMENT AND DISCRIMINATION

## How to file a complaint:

If you are employed in or an applicant for one of the job classifications identified in the following City of Oklahoma City Pay Plans:

- Executive Pay Plan
- Management Pay Plan
- Municipal Counselor Pay Plan
- City Auditor Pay Plan
- General Non-Represented Pay Plan
- General Pay Plan (AFSCME)
- Temporary, Seasonal, and Part-Time Pay Plan

The City of Oklahoma City has contracted with a third party administrator (Work Shield, LLC) to assist in investigating policy violation complaints.

### **To file a complaint, you must:**

Scan the below QR code with your smart device camera to contact Work Shield directly.

You can also visit

**OKCGov.workshieldportal.com**  
or call **866.946.5558** anytime.



If you are employed in or an applicant for one of the job classifications identified in the following City of Oklahoma City Pay Plans:

- The Fraternal Order of Police, Lodge 123 Pay Plan
- The International Association of Fire

### **To file a complaint, you must:**

Immediately report the incident to any of the following:

- Your department EEO Officer
- A non-involved supervisor in your chain of command
- A Deputy Chief
- The Chief
- The Employee and Labor Relations Division of the Human Resources Department