

REPORTING EMPLOYMENT DISCRIMINATION

Gather as much of the following information to report an employer that denies a job, fires, suspends, disciplines, denies promotion or return to work, acts on a drug test, or denies a workplace accommodation because of medical cannabis. You do not need to have all of this information to report an incident. However, this information will be needed if you intend to challenge a decision.



GENERAL INFORMATION:

- ☐ Contact information
- ☐ Attorney or legal representative's name and contact information, when applicable
- ☐ Current state medical cannabis identification card
- ☐ Medical cannabis recommendation, certification, authorization, or registration document
- ☐ Pending application confirmation, when applicable
- ☐ Caregiver registration or authorization

EMPLOYER & INCIDENT INFORMATION

- ☐ Employer's full name, address, contact information, and worksite address
- ☐ Job title and job description
- ☐ Names and titles of supervisors, human resources staff, medical review officers, testing personnel, or others involved
- ☐ Date, time, and location of each incident
- ☐ A written timeline in chronological order
- ☐ A description of what happened
- ☐ Exact words used, especially statements about cannabis, federal law, federal contracts, drug-free workplace rules, impairment, safety, or criminal conduct
- ☐ Names and contact information for witnesses
- ☐ Notes from telephone calls, interviews, disciplinary meetings, accommodation meetings, or other conversations

EMPLOYMENT RECORDS & EVIDENCE

- ☐ Job posting or employment application
- ☐ Offer letter or employment contract
- ☐ Employee handbook
- ☐ Drug-testing, impairment, safety-sensitive position, return-to-work, and accommodation policies
- ☐ Drug-test notice, results, chain-of-custody documents, and medical review officer communications
- ☐ Disciplinary notice, suspension notice, termination letter, rescinded offer, or promotion denial
- ☐ Performance reviews, attendance records, and records showing satisfactory work
- ☐ Return-to-work documents
- ☐ Union agreement and communications with a union representative
- ☐ Workers' compensation documents, when relevant
- ☐ Copies of emails, letters, text messages, forms, and other communications

REPORT DISCRIMINATION:
SafeAccessNow.org/Medical_Cannabis_Discrimination

ACCOMMODATION, COMPLAINTS & HARM

- ☐ Written accommodation request and supporting documentation
- ☐ Employer's response and communications during the interactive process
- ☐ Records of internal complaints, human resources complaints, union grievances, appeals, or meetings
- ☐ Documentation of lost wages, benefits, promotions, job-search expenses, medical expenses, or harm to professional credentials
- ☐ Any internal appeal, union grievance, unemployment, agency complaint, or court deadline
- ☐ A statement of the outcome requested, such as reinstatement, hiring, return to work, accommodation, back pay, or withdrawal of discipline



DOWNLOAD: [SAFEACCESSNOW.ORG/DISCRIMINATION_EMPLOYMENT](https://SafeAccessNow.org/Discrimination_Employment)