

REPORTING FEDERAL EMPLOYMENT DISCRIMINATION

Gather as much of the following information to report a federal agency or federal contractor that denies employment, imposes discipline, refuses an accommodation, or takes action involving a clearance, credential, suitability determination, or federal workplace policy 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

AGENCY, CONTRACTOR, & INCIDENT INFORMATION

- ☐ Name, address, and contact information for the federal agency or federal contractor
- ☐ Worksite address, position title, series, grade, or contractor position description
- ☐ Names and titles of hiring officials, supervisors, security officers, adjudicators, human resources staff, 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 federal illegality, drug-free workplace rules, national security, suitability, or testing
- ☐ Names and contact information for witnesses
- ☐ Notes from interviews, security interviews, telephone calls, meetings, or other conversations

REPORT DISCRIMINATION:
SafeAccessNow.org/Medical_Cannabis_Discrimination

FEDERAL EMPLOYMENT & CLEARANCE RECORDS

- ☐ Job application, offer letter, conditional offer, or denial notice
- ☐ Employee handbook or personnel policy
- ☐ Federal or contractor drug-free workplace policy cited
- ☐ Information showing whether the position was safety-sensitive, national-security-related, or subject to testing
- ☐ Drug-test records and medical review officer communications
- ☐ Security-clearance, credentialing, suitability, or fitness documents
- ☐ Clearance denial, suspension, or revocation notice
- ☐ Relevant portions of an SF-85, SF-86, or related questionnaire, when applicable
- ☐ Disciplinary, suspension, termination, or rescinded-offer documents
- ☐ Copies of emails, letters, forms, portal messages, and other communications

ACCOMMODATION, COMPLAINTS & HARM

- ☐ Written accommodation request and supporting documentation
- ☐ Agency or contractor response
- ☐ EEO, security, adjudication, human resources, union, inspector general, grievance, MSPB, or appeal records
- ☐ Documentation of lost wages, benefits, delayed hiring, clearance consequences, or other professional harm
- ☐ Any EEO, clearance, grievance, onboarding, termination, or appeal deadline
- ☐ A statement of the outcome requested, such as hiring, reinstatement, accommodation, clearance reconsideration, or correction of records

