



# Responding to an EEOC Charge: What You Need to Know (Quick Prep)

*Mona Mehta Stone*

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## **Responding to an EEOC Charge: What You Need to Know (Quick Prep)** Mona Mehta Stone

Armed with more resources than ever, the chance that the EEOC will pay your company a visit is high. Responding to an EEOC Charge is a must for human resources professionals, business owners, in-house legal counsel, compliance officers, supervisors, or any employer who may face an EEOC charge of discrimination. Written by an experienced labor and employment attorney, this easy-to-follow book explains the various stages of the EEOC investigation process from start to finish, including sample forms, checklists, and timelines. You will learn practical tips on how to respond to an EEOC investigation, including keys for conducting effective internal investigations and interviews, preparing persuasive position statements (with examples), and taking advantage of the EEOC's alternative dispute resolution process. This reference tool also contains employment best practices to implement in order to prevent a charge of discrimination. Responding to an EEOC Charge will prepare you to defend an EEOC charge with knowledge and confidence. About the Author Mona Mehta Stone, of counsel in Greenberg Traurig's Phoenix office, has extensive experience representing clients throughout the country, ranging from individuals and small businesses to multibillion-dollar companies. She routinely advises companies on employment policies and agreements; compliance with local, state and federal laws; and employee issues. Her practice has included guiding clients on prudent interviewing, hiring, discipline, and termination issues. Having defended numerous employee complaints, Ms. Stone is a frequent speaker at conferences, seminars, and client training sessions on labor and employment, human resources, and business law topics.

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