

**FREQUENTLY
ASKED QUESTIONS
REGARDING GHG'S
SERVICES**

Q: What does GHG charge for its services?

A: GHG will evaluate the complexity of the charge and discuss the available documentation and information with you to determine the general cost of our service. The basic fee for handling an EEOC Charge (including interviewing witnesses, gathering relevant information and documentation, and drafting the client's response to the charge) will be determined on a flat fee basis. If the charge does not end at the response level and the agency requires further activity, additional charges will be incurred at an hourly rate.

Q: Will the information provided relevant to the charge be kept confidential?

A: Any investigation that is conducted by GHG is kept confidential and will not be divulged unless required to do so by law. However, once information is provided to the EEOC or state agency, the standard changes. The EEOC is not obligated to keep the information regarding a charge confidential, as the charge filed is a matter of public record, but usually the EEOC will only provide such information to someone upon request.

GHG ASSOCIATES, LLC

Consultant Services Provided:

- Free initial Consultation
- EEO Consulting and Investigations
- Prepare client response to EEOC Charges and complaints filed with state agencies
- Mediation, Settlement and Resolution Guidance
- Videoconferencing
- Serving the Public and Private Sectors
- Ongoing assistance, as needed, for EEO matters

***Secure handling of your
company's records through
encrypted/digitally signed e-mail
and computer e-fax.***



GHG ASSOCIATES, LLC

Messages / FAX: 888-881-7199

ggarcia@ghg-associates.com

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**SPECIALIZING IN
EMPLOYMENT
DISCRIMINATION**



CONTACT **GHG ASSOCIATES'**
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Visit us at

www.ghg-associates.com



About GHG Associates, LLC

GHG Associates is a female veteran-owned small business, founded in 2004 and located in Miami, Florida. Our company provides EEO Consultant services for businesses throughout the entire country. **GHG** associates combine over 30 years' federal government experience, handling over 500 discrimination charges filed in both federal and state agencies.

GHG's Senior **EEO** Specialist/Consultant, *Genita Garcia*, has been an **EEO** Specialist for the past 14 years. *Ms. Garcia* began her **EEO** career working for the US Air Force and has worked for the past 7 years in the private sector as an **EEO** Specialist/Employment Law Paralegal for a large Professional Employer Organization.

GHG Associates will provide its **EEO** consultant services with a personal approach.

Contact Genita Garcia at:

888-881-7199 or

ggarcia@ghg-associates.com

Testimonials

"When I was faced with my first EEOC claim, I phoned Gena and she immediately put me at ease. She took the time to explain the process and possible outcomes. With her expert assistance, our company brought the incident to a swift close with minimal financial impact. Her exceptional customer service, knowledge and professionalism were of great comfort and benefit throughout this process. I would absolutely recommend her services."

JL, HRM (Former Client) June 2007

"Genita Garcia went above and beyond what I expected. She was able to write an excellent position statement after interviewing our staff members and reviewing all of our company's documentation. She was very responsive to each phone call and e-mail, held our hand through what can be a stressful situation, and was extremely pleasant to work with."

AG, DHR (Former Client) July 2007

"As the Director of Human Resources I worked with Genita Garcia on a Human Rights complaint. The plaintiff claimed discrimination for both age and national origin. Genita provided me with guidance on filing our response and drafted all the materials for my review. Genita is very knowledgeable in the field of EEOC and Human Rights complaints and handled all matters concerning the case professionally and efficiently. She is also very confident and calm when dealing with such stressful situations."

DMK, DHR (Former Client) July 2007

"Genita is a detail oriented EEO Specialist with a wealth of knowledge and experience in her field. Genita's knowledge of employment law has saved companies millions of dollars in legal fees and settlements involving employment related issues and EEOC Charges. In addition to her ability to manage employment related risks and liabilities effectively, she also possesses excellent communication, time management, and organizational skills."

IH, SHRBP (Former Associate) July 2007

EEO Laws and Compliance

Title VII of the Civil Rights Act of 1964

prohibits employers from discriminating based on *race, color, religion, sex or national origin*. Title VII is a federal law applying to all employers in all states. Many states, including counties and cities, may have their own anti-discrimination laws that provide greater protection to the employee than Title VII alone; whichever law is most protective to the employee is applied.

The Civil Rights Act of 1991 expanded remedies for successful claims of intentional employment discrimination. Those who prove intentional discrimination under Title VII are now entitled to collect punitive and compensatory damages and attorney's fees. The act also permits jury trial under Title VII and ADA. Since the Civil Rights Act of 1991 was passed, employers have to be more diligent than ever to stay clear of lawsuits because of the sheer cost of fighting and potentially losing a claim.

The best defense against these charges and potential litigations, when a charge has been filed against your company, is to conduct an investigation into the allegations, gather the relevant facts and documentation, and submit a comprehensive response to the charge. A dismissal of the charge can relieve your company of a potentially time-consuming and costly experience.

Let **GHG Associates** guide you through this process and prepare a strong defensive response for your company.