



State of New Jersey
DEPARTMENT OF HEALTH

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KAITLAN BASTON, MD, MSc, DFASAM
Acting Commissioner

TO: Special State Officers

FROM: Frank A. Maimone
Director/Equal Employment Opportunity Officer
Office of Diversity and Equity Services, Office of the Chief of Staff

SUBJECT: Annual Review of the New Jersey State Policy Prohibiting
Discrimination in the Workplace - Requirement for Special State
Officers

Members of Department of Health Boards/Councils/Commissions/Task Forces/Etc.

Pursuant to N.J.A.C. 4A:7, the New Jersey Department of Health (DOH) is distributing the *State Policy Prohibiting Discrimination in the Workplace (State Anti-Discrimination Policy)* to all Special State Officers serving on DOH Boards, Councils, Commissions, Task Forces, etc. on an annual basis. Pursuant to N.J.S.A. 52:13D-13(e) Special State Officers are members of boards, commissions, councils, task forces, etc. who serve without compensation or who may receive reimbursement for expenses. Every Special State Officer under the jurisdiction of the DOH is required to read, become familiar with and adhere to the *State Anti-Discrimination Policy*. The *State Anti-Discrimination Policy* is available at:

https://www.nj.gov/health/ethics/documents/odes_anti_dis_policy_receipt_sso.pdf

Please visit the provided website, review the *State Anti-Discrimination Policy* and print, review and sign the Acknowledgement of Receipt form.

Please complete the review of the *State Anti-Discrimination Policy* within 120 days of appointment and annually thereafter by May 15. At the end of the *State Anti-Discrimination Policy*, there will be an Acknowledgement of Receipt form that members must fill out to verify completion of review of the *State Anti-Discrimination Policy*.

Special State Officers shall submit the Acknowledgement of Receipt form to the DOH staff contact, in order to verify that the member completed the policy review. The DOH staff contact will then provide the forms to the Office of Diversity and Equity Services. Thank you for your cooperation.

Please contact me if you have questions regarding the policy review at 609-376-0986.