

WORLDWIDE CHURCH OF GOD  
WORLD HEADQUARTERS  
PASADENA, CALIFORNIA

HERBERT W. ARMSTRONG  
PRESIDENT and PASTOR

OFFICE OF  
RALPH K. HELGE  
Attorney at Law

Dear Co-Worker with Christ:

This letter is in response to your request for information concerning religious discrimination in employment. ..

In order to assist you, the following items are enclosed:

- (1) "Religious Discrimination Procedure" guidelines.
- (2) An "Information Form."
- (3) A "Charge of Discrimination" form.
- (4) An "Address Information Sheet."

Before taking any other steps, carefully read the "Religious Discrimination Procedure" guidelines. That information explains what to do with the other three enclosed items and how to proceed with your claim of discrimination.

Please fill out the Information Form and return to us promptly. Upon receipt of the completed form, we will analyze your case and advise you as to any additional steps we feel are needful.

Very sincerely yours,

  
Ralph K. Helge

RKH:bjm  
Enclosures



## RELIGIOUS DISCRIMINATION PROCEDURE

The following guidelines are offered to aid you in dealing with the problem of religious discrimination in employment. Please read this information carefully. It is also advisable to review this information occasionally to be certain you are following all the instructions given.

### General Instructions

(1) Although the following generally pertains to religious discrimination which results in discharge from a job, the law also covers a situation in which there is a failure to hire, failure to promote, demotion, suspension, reduction in pay, harassment, or threats to discharge due to such discrimination. Thus, whatever the form of discrimination, it is advisable to follow the outlined procedures.

(2) Attached is an information form requesting detailed information about the discrimination against you. Please complete this form in detail and return it to us promptly.

### Dealing With Your Employer

(3) Assuming that you have not yet been discharged, I would suggest that you cooperate with your employer to the fullest extent possible within God's law.

(4) It would not be to your advantage to voluntarily resign. Rather, it would be preferable to continue working until your employer discharges you.

(5) Many people have been able to work the situation out with their employer by being resourceful. Offer to work Saturday evenings after the Sabbath, Sundays, weekday evenings, etc. Offer to transfer to a different, but comparable job, assuming it is satisfactory to you, where Sabbath or Holy Day work would not be required. Try to find another qualified employee who can and would be willing to take your place on the Sabbath or Holy Day. Perhaps you could trade days with someone who usually has to work on Sunday.

(6) In informing your employer of the necessity of taking off a weekly Sabbath or an annual Holy Day, you may be firm regarding your convictions, but be certain you are polite and courteous. It is ill-advised, when the employer refuses permission, just to state that, "I'm going to take off anyway whether you like it or not." It would be preferable to use a softer approach, something to the effect of, "I am sorry you will not grant permission. However, obedience to my religious convictions is a matter of salvation and, with all due respect, I cannot work on the Sabbath." (See Proverbs 15:1).



### Keeping Records

(7) Be certain to retain any letters or notices received from your employer and to retain copies of any forms or notices you may be required to file that relate to religious discrimination on the job. It is very important that information which you communicate to your employer concerning your reasons for taking the Sabbath or other Holy Days off be in writing and that you retain copies of the same.

(8) You should also at this point start to keep a running diary in which you write down, in complete detail, a careful record of any events that might take place which tend to show religious discrimination and of conversations you may have with supervisors or other company officials regarding possible religious discrimination pertaining to your employment. You should include the date of the conversation, the names of the parties present and, to the best of your recollection, the essence of what each party said in as much of their own words as possible. These conversations should be recorded as soon as practical after the conversation takes place.

### Need For Filing Charge of Discrimination

(9) If you are discriminated against in your employment because of your religious beliefs, it is vital that a complaint of discrimination be filed within a short time thereafter. Otherwise, you will forfeit all your rights to reinstatement, lost wages, damages, etc., as well as losing the possibility of persuading your employer to settle the matter amicably. Filing a charge of discrimination is not a matter of trying to damage your employer as a punitive action. Rather, it is a matter of protecting your own rights.

(10) If your employer is merely threatening to discharge you because of your religious beliefs, wisdom is required in deciding when to file a complaint of discrimination. Normally, a complaint should be filed as soon as any serious threat is made to discharge you. But in some few cases, premature filing of a complaint, when the situation might otherwise work out, may be an affront to your employer resulting in your immediate firing. Of course, if the threats continue unabated in spite of your good faith efforts to soothe the situation, and it appears you will certainly be fired, a complaint should be filed as soon as possible.

### How And Where To File A Complaint

(11) To file a complaint, fill out in detail the enclosed form entitled, "Charge of Discrimination." Make at least three (3) copies of the completed form. Send the original copy to the address of the Equal Employment Opportunity Commission (EEOC) office which is circled in red on the enclosed "Address Information Sheet."



If your employer has federal government contracts or subcontracts, you should file a duplicate copy of your complaint with the nearest Office of Federal Contract Compliance (OFCC). You should also file a duplicate copy of your complaint with the fair employment agency of your state, if your state has such an agency. The addresses of the OFCC nearest you and of your state fair employment agency, if applicable, are also circled in red on the attached "Address Information Sheet."

The final duplicate copy of your complaint should be forwarded to us at the address listed later in this form.

(12) As the law provides specific remedies governing religious discrimination in employment, there would appear to be no need nor anything to gain by writing your political representative.

#### Interim Steps

(13) EEOC and many state and local fair employment practice agencies are overburdened with discrimination complaints. Therefore, in most cases there will be a long delay before they will be able to investigate and act on your claim. In the meantime, if you have been discharged from your job, it is advisable to seek other employment while awaiting the outcome of your case.

(14) If your situation is not satisfactorily resolved within eight (8) months after filing with EEOC, you will have the right to bring a legal suit in federal court for reinstatement, lost wages, damages, etc. If it is your desire to file a suit when the time comes, we will assist you in finding a local attorney to handle your case. We will contact you at that time regarding the matter. However, if we fail to do so due to oversight, please contact us.

#### Dealing With Unions

(15) If you are a member of a union you should discuss the employer's threat with them and determine what aid they may be able to offer you.

(16) If your union seems to be favorable toward your cause, it may be advisable to file a grievance with them. In some few cases, unions have been most helpful in eliminating the religious discrimination. However, our general experience has been that, in the matter of the Sabbath or Holy Days, the union procedure is of little benefit. In fact, the union may even side with the discriminating employer.

(17) If you are notified of any union meetings at which your case is to be considered, be sure to attend and get the facts as to what is said and any conclusions reached. Also, be sure to notify us immediately upon receiving notification that such meeting is to take place.



**INFORMATION FORM**  
**Religious Discrimination in Employment**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number  
( ) \_\_\_\_\_  
Area Code

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Questions: If more space is needed, attach additional sheets.

(1) With what church are you presently affiliated? \_\_\_\_\_

Baptized member? \_\_\_\_\_. If so, when were you baptized? \_\_\_\_\_

Local Minister's name: \_\_\_\_\_ What is your age? \_\_\_\_\_

How long have you been keeping the Sabbath? \_\_\_\_\_ Holy Days? \_\_\_\_\_

Are you married? Yes ( ) No ( ) How many children? \_\_\_\_\_

(2) Are you a member of a Union? Yes ( ) No ( )

Name of Union: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_  
Area Code

(3) Name of discriminating employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_  
Area Code

(4) Date you began work for discriminating employer: \_\_\_\_\_

(5) Describe the particular work you were doing at time discriminated against:

\_\_\_\_\_  
\_\_\_\_\_



(6) Check applicable boxes which indicate discriminating action taken against you by your employer or union:

- |   |                          |             |
|---|--------------------------|-------------|
| (a) Discharged from employment          | <input type="checkbox"/> | Date: _____ |
| (b) Threatened with discharge           | <input type="checkbox"/> | _____       |
| (c) Pay cut                             | <input type="checkbox"/> | _____       |
| (d) Demoted to lower paying job         | <input type="checkbox"/> | _____       |
| (e) Denied promotion                    | <input type="checkbox"/> | _____       |
| (f) Denied transfer                     | <input type="checkbox"/> | _____       |
| (g) Disciplinary layoff or suspension   | <input type="checkbox"/> | _____       |
| (h) Harassment due to religious beliefs | <input type="checkbox"/> | _____       |
| (i) Refusal to hire                     | <input type="checkbox"/> | _____       |
| (j) Other (describe below)              | <input type="checkbox"/> | _____       |

(7) Your salary at time discriminatory action occurred: \$ \_\_\_\_\_ per \_\_\_\_\_.

(8) Salary subsequent to discriminatory action: \$ \_\_\_\_\_ per \_\_\_\_\_.

(9) Salary you would now be receiving had you not been discriminated against: \$ \_\_\_\_\_ per \_\_\_\_\_.

(10) In addition to salary loss, what other job benefits have been lost because of the religious discrimination against you: (Loss of pension, insurance, etc.).

\_\_\_\_\_

\_\_\_\_\_

(11) Have you suffered any other hardship or embarrassment because of the religious discrimination against you? (Loss of car, furniture, inability to make house payments, etc.) Yes ( ) No ( ) Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_







# CHARGE OF DISCRIMINATION

(If you have a complaint, fill in this form and mail it to the Equal Employment Opportunity Commission's (EEOC) Office in your area as soon as possible.)

(PLEASE PRINT OR TYPE)

Case File No. \_\_\_\_\_

1 Your Name (Mr., Mrs., Miss) \_\_\_\_\_ Phone Number \_\_\_\_\_  
Street Address <sup>indicate</sup> \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2 WAS THE DISCRIMINATION BECAUSE OF: (Please check one)  
Race or Color  Religious Creed  National Origin  Sex

3 Who discriminated against you? Give the name and address of the employer, labor organization, employment agency and/or apprenticeship committee. If more than one, list all.  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
AND (other parties if any) \_\_\_\_\_

4 Have you filed this charge with a state or local government agency? Yes  When MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_ No   
Have you filed this charge with OFCC, if applicable? Yes  When MONTH \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_ No

5 If your charge is against a company or a union, how many employees or members? Under 15  Over 15  Over 25

6 The most recent date on which this discrimination took place: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

7 Explain what unfair thing was done to you. How were other people treated differently? (Use extra sheet if necessary).

8 Please be certain to send a copy of all notices, documents, responses, findings and recommendations, or other correspondence concerning my case to Mr. Ralph K. Helge, Attorney At Law, ~~285 West Green St., Suite 205, Pasadena, California 91101~~ 150 S. Los Robles, Suite 540, Pasadena, California 91101.

I affirm that I have read the above charge and that it is true to the best of my knowledge, information and belief.  
Date \_\_\_\_\_

Subscribed and affirmed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 197\_\_\_\_\_  
(Name) \_\_\_\_\_ (Title) \_\_\_\_\_

If it is difficult for you to get a Notary Public to sign this, sign your name and mail to the EEOC Office. The EEOC will help you to get the form affirmed to.