



## **For Respondents**

### **Responding to the Complaint through a Position Statement**

In most cases, Pennsylvania Human Relations Commission (PHRC) requests that the Respondent submit a position statement with supporting documentation with supporting documentation. The position statement is different than the Answer as required by 16 Pa. Code § 42.31(c) in that it is a Respondent's opportunity to tell its side of the story in a narrative form and submit evidence to prove that it did not violate the laws that the PHRC enforces. It should include a summary of the Respondent's position and provide a concise factual response to the Complainant's allegations. In all investigations, the PHRC will ask the parties to provide evidence to support their side of the case by providing specific documents, witness affidavits or material evidence to prove or disprove the facts of the case. A well drafted position statement can help PHRC to timely complete its investigation and limit requests for additional information.

Respondents should provide as much evidence as possible. A mere declaration of a fact without supporting documentation could lead the PHRC to conclude that there is insufficient evidence to support the Respondent's version or that the evidence does not exist. Address each alleged discriminatory act and your position regarding it and provide copies of documents supporting your position and/or version of the events.

Respondent's position statement should include a description of the organization, business, landlord, realtor, agency or individual; include the organization or individual's legal name and address, the name, address, title, telephone number and email address of the person responsible for responding to the charge, the primary nature of the business, and the number of employees. Provide any applicable practices, policies or procedures applicable to the allegations in the complaint. It should identify the individuals and what their responsibilities are concerning the allegations, provide internal investigations of the alleged incidents, and any organizational policies.

While Respondent is required to provide a copy of the Answer to the Complainant pursuant to 16 Pa. Code § 42.31(c), Respondents do not need to provide the Complainant with a copy of the position statement or any of the supporting documents.