



May 18, 2024

Small Workplaces

Dear Reader:

The following document was created from the CTAS website (ctas.tennessee.edu). This website is maintained by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other CTAS website material.

Sincerely,

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Small Workplaces

Reference Number: CTAS-1071

For small workforces, the employer may not need to implement the type of formal policy and complaint procedure that a large employer would need. Oral communication of the policy and procedure at staff meetings can be enough, if the mechanism is an effective one. If a complaint is made, the employer must be prompt, thorough, and impartial in its investigation, and swift and appropriate with corrective action.

EEOC Get the Facts Series: Small Business Information

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