

<b>EXEMPTIONS APPLY TO THIS SYSTEM</b> (see paragraph 9)
--

1. System Name: Employee Relations, Workplace Violence and Non-Represented Employee Grievance Files
2. System Location: Labor Relations Office and Office of Employee and Labor Relations Storage Area, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.
3. Categories of Individuals Covered by System: Current and former WMATA employees who reported, were disputants in or witnesses to incidents of alleged workplace violence. Current and former WMATA non-represented employees who submit or are parties to grievances.
4. Categories of Records in the System: Incident and grievance reports, names, phone numbers, job titles and locations, employee identification numbers of disputants and witnesses; disputant and witness statements; investigation notes and summaries; violations of WMATA policy; history of prior incidents; recommended courses and discipline.
5. Principal Purposes: To address incidents of workplace violence and non-represented grievances; to make recommendations, such as training or discipline, in response to incidents of workplace violence.
6. Routine Uses of Records maintained in the System: General Routine Uses B (Disclosure Incident to Requesting Information); F (Disclosures to Contractors, Grantors, Grantees, Federal Government Agencies and Others); G (Disclosures for Administrative Claims, Complaints and Appeals); and H (Disclosure in Connection with Litigation) apply to this system.
7. Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:
  - Retrieved by**: Name of individual who first reports incident;
  - Storage**: Two-years hard copy archived in Labor Relations Office, remainder retained in Office of Employee and Labor Relations Storage Area;
  - Safeguards**: Files in Labor Relations Office are maintained in lockable file drawer in lockable office in access-controlled building; Labor Relations Storage Area is lockable and in access-controlled building;
  - Retention and Disposal**: Records are not subject to disposal schedule.
8. Systems Manager/Administrator: Labor Relations Officer, Jackson Graham Bldg., 600 Fifth Street, NW, Washington, DC 20001.

9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her, who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, WMATA employee ID, contractor identification card, or a government-issued identification document. Requests for correction or amendment must identify the information to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions," this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion, however, grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect.**

10. Records source categories: Employees (data subject, co-workers and supervisors) and witnesses.