

**LANGUAGE TO INCLUDE IN SETTLE AGREEMENTS  
FOR CASES INVOLVING AGE DISCRIMINATION:<sup>1</sup>**

Option A:

Complainant hereby acknowledges that the Agency has provided Complainant a period of time not less than 21 days to consider the terms and conditions contained in this Agreement prior to signing the Agreement.

***OR --***

Option B:

Complainant hereby acknowledges that he/she was fully informed by the Agency of rights under the Age Discrimination in Employment Act and the Older Workers Benefit Protection Act, including the right to a period of time not less than 21 days to consider the terms and conditions contained in this Agreement prior to signing. By signing this Agreement, Complainant acknowledges that he/she has knowingly and voluntarily waived rights or claims under the laws above, in exchange for consideration. Complainant affirms that this decision was made knowingly, voluntarily, and without any undue hardship, duress, or coercion by the Agency or its employees or representatives.

In all cases:

Complainant acknowledges that he/she was advised of the right to and advisability of consulting with an attorney prior to signing this agreement. If Complainant had already retained counsel, Complainant acknowledges that his/her attorney has reviewed and explained the provisions of this Agreement to him/her and that the Agency provided sufficient time for this purpose.

Complainant is hereby notified that the terms and conditions contained herein will become binding and enforceable seven (7) calendar days following the date of signing of this Agreement. At any time prior to expiration of this seven-day period, Complainant may revoke this Settlement Agreement for any reason.

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<sup>1</sup> The term "Complainant" is used throughout this sample form, denoting that the complaint was settled at the formal stage. For cases involving age discrimination at the informal stage, the term "aggrieved individual" is used.