

*The mission of the Office of Civil Rights and Diversity is to ensure that equality, fairness and diversity in employment are realized for all Department of the Treasury employees and applicants for employment.*

**KNOW YOUR RIGHTS**

Treasury employees and applicants are guaranteed the following rights:

- The **RIGHT** to freedom from discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, reprisal, parental status or protected genetic information.
- The **RIGHT** to equal opportunity in hiring, promoting, separation, career development, benefits, training, transfers, and other aspects of employment.
- The **RIGHT** to file a complaint if you believe discrimination has occurred.
- The **RIGHT** to a reasonable amount of official time to prepare or present your complaint.

**DISCRIMINATION IS UNLAWFUL**

**What is discrimination?**

Discrimination occurs when an employer intentionally treats one employee differently from another when the two are similarly situated and the treatment is based on race, color, age, national origin, religion, sex, disability or EEO activity. *This is called disparate treatment.*

Discrimination can also occur when an employment decision that is based on neutral factors has an adverse impact on a protected group. *This is called disparate impact.*

**What is a reasonable accommodation?**

A reasonable accommodation is a modification or adjustment to a job

application process or work environment that enables an applicant or employee with a disability to be considered qualified for the position. Employers are required to provide a reasonable accommodation when an individual with a disability requests one, unless it creates an undue hardship on the agency.

**What is harassment?**

Harassment is physical or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment. The harassment must be based on a protected basis and be so severe or pervasive as to alter the conditions of your employment.

**Who May File A Complaint**

Any Treasury employee or applicant for employment who believes that he or she has been discriminated against based on:

- RACE**
- SEX**
- RELIGION**
- COLOR**
- NATIONAL ORIGIN**
- AGE**
- PHYSICAL OR MENTAL DISABILITY**
- REPRISAL**
- SEXUAL ORIENTATION\***
- PARENTAL STATUS\***
- PROTECTED GENETIC INFORMATION\***

may file a complaint with an EEO Counselor. Pregnancy discrimination is considered a form of prohibited sex discrimination.

\*In keeping with certain Executive Orders, Treasury employees and applicants are also protected against discrimination based on sexual orientation, protected genetic information and parental status. Treasury has an established administrative procedure for processing these types of complaints.

**How to File a Complaint**

To file an EEO complaint you must contact an EEO Counselor in the Treasury Bureau where your complaint arose. If you do not know the name of the Counselor, contact your Bureau EEO Officer. You may be asked if you want to participate in alternative dispute resolution (ADR), which is an alternative method of resolving disputes rather than using more formal administrative procedures. Treasury encourages the use of ADR as a tool to resolve disputes.

**Filing Deadlines are Important**

You must contact an EEO Counselor within **45 calendar days** from when you first became aware of the alleged discriminatory action. If your complaint is not resolved during EEO counseling, you will be provided a Notice of Right to File a Complaint. Your complaint must be filed within **15 calendar days** with the:

**Treasury Complaint Center  
4050 Alpha Road, MS 1010 MSRO  
Dallas, TX 75244**

The Office of the Comptroller of the Currency (OCC) employees are to file with the:

**Office of Workplace Fairness and Equal Opportunity  
250 E Street, SW; Mail Stop 2-6  
Washington, DC 20219-0001**

