

Who's Covered Under EEO Laws?

Base of Discrimination:

Age: To file an age discrimination complaint, a person has to be at least 40 years old.

Disability: The Rehabilitation Act of 1973 defines a handicapped person as someone who has a physical or mental impairment that substantially limits one or more major life functions.

Equal Compensation: Men & women in same workplace should be given equal pay for equal work.

Genetic Information: Illegal to discriminate against employees/applicants because of genetic information.

Harassment: Unwelcome conduct that is offensive/pervasive based on a protected entity that creates a hostile work environment.

National Origin: Discrimination based upon an individual's ancestry, physical, cultural, or linguistic characteristics.

Pregnancy: Treating a woman (applicant/employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.

Race: Discrimination occurs when persons are treated differently because of unalterable characteristics; physical feat indigenous to their race.

Color: Discrimination, based on color; involves lightness/darkness of an individual's skin.

Religion: Discrimination based on person's religious beliefs.

Retaliation: Punishing job applicants/employees for asserting rights to be free from employment discrimination.

Sex: Treating someone unfavorably because of their sex. Includes LGBT related claims.

Sexual Harassment: Unwelcome treatment because of sex, sexual advances, requests for favors; verbal/physical/visual/; creates hostile environment.

Questions or concerns regarding matters of discrimination may be addressed to:

**Offutt AFB
Equal Opportunity Office**

Building 500 Room 2E27

55 WG/EO

901 Warhawk Way, Ste 2A

Phone: 402-294-3709

E-mail:

55WG.ME.CHANNEL@us.af.mil

Additional information regarding Federal discrimination programs can be located on the Internet at:

www.eeoc.gov

www.cpms.osd.mil/oci

www.adr.af.mil

<https://www.my.af.mil/gcss>

OFFUTT AFB EQUAL OPPORTUNITY OFFICE

Civilian Equal Employment Opportunity (EEO)



**Building A Discrimination-Free
Workplace**

What is Discrimination?

Discrimination is a prohibited employment practice or action taken on the basis of race, color, religion, sex, national origin, age, physical or mental handicapping condition, and/or reprisal

What is the Function of the EO office?

The EO office provides an avenue for individuals who believe they have been the victim of unlawful discrimination. The primary function of the office is to carry out all activities for EEO counseling and processing of complaints of discrimination with emphasis on the precomplaint stage.

Who Can File a Complaint of Discrimination?

- * All appropriated fund employees
- * All non-appropriated fund employees
- * Applicants for employment

Precomplaint Processing (Informal)

Any civilian employee or applicant for employment who believes that someone has discriminated against him/her must discuss the matter with an EO counselor before the individual can file a formal complaint. An individual must present an informal complaint to an EO counselor within 45 calendar days of the alleged offense or personnel action. The counselor will accept and process the informal complaint even if the 45 day time limit has passed. However, any formal complaint may be dismissed later for timeliness. The precomplaint stage may take anywhere from 30 to 90 days.

Precomplaint Election

An individual who files a precomplaint (informal complaint) of discrimination will be required to elect how informal resolution will be attempted. Complainants will have the choice to utilize Alternative Dispute Resolution (ADR) or traditional EEO counseling processes. At Offutt AFB, mediation is the ADR method employed. Offutt has a corps of trained Air Force mediators just for this purpose. Traditional EEO counseling would include fact finding, record reviews, interviews and facilitation of attempts at resolution accomplished by an EO staff member.

What is Mediation?

Mediation is a method of dispute resolution which enables people in conflict an opportunity to reach a mutually agreeable solution to their problem(s) with the assistance of a neutral party (mediator). Mediators are not judges. They make no decisions for the parties. A mediator helps parties realize and explain their needs, clarify issues, explore solutions and negotiate an agreement. The purpose of mediation is to help parties find a solution that will work for them.

Formal Complaint Process

If a matter cannot be resolved informally, an individual may file a formal complaint of discrimination. Each allegation must state a specific incident for clarity of scope. Any allegation raised at the formal stage must first have been raised at the precomplaint stage. Once the EO Director accepts a formal complaint for further processing, the complaint is then forwarded to the Investigations and Resolutions Division for mediation and inquiry.