



Office of Equality and Workplace Principles

The Office of Equality and Workplace Principles is committed to establishing an environment of opportunity that values diversity and fosters the highest professional standards, mutual respect and cooperation. In accomplishing this commitment depends on a fully participating and committed workforce. We must recognize the value of each other's contributions and potential, encouraging each other to achieve excellence in our work, our organization and our professions. To accomplish these goals, we must show respect toward one another without regard to race, color, religion, national origin, sex, disability, age, or sexual orientation. Exhibit the highest degree of integrity, professional excellence, public service and personal conduct in the performance of our duties. Provide opportunities for development to enable each member of the OTS workforce to attain his or her career goals, consistent with the individual's talent and diligence and the needs of the agency.

KNOW YOUR RIGHTS

OTS 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 protected basis and be so severe or pervasive as to alter the conditions of your employment.

Who May File A Complaint

Any OTS 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, OTS employees and applicants are also protected against discrimination based on sexual orientation, protected genetic information and parental status. Treasury/ OTS have 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 OTS where your complaint arose. 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.

**Office of Thrift Supervision
Office of Equality & Workplace
Principles
1700 G Street, NW
Washington, DC 20552
(202) 906-6477**

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**

