



The 411 on Your Job Rights

Real World ... Real Rights ... Real Responsibilities!

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Ensuring the Freedom To Compete in America's Workplaces

Working in the summer or after school is a great way for you to learn important job and social skills, earn extra money and become more independent. Did you know that you have specific workplace rights and responsibilities under the laws enforced by EEOC?

Your Rights

As an employee or applicant, you have a right to:

Work Free of Discrimination and Harassment because of your race, color, religion, sex, pregnancy, national origin, disability, or age (age 40 or older).

Complain About Job Discrimination without being punished, or treated differently, by your employer.

Request Workplace Changes because of your religious beliefs or a disability.

Keep Your Medical Information Private. Your employer should not share or discuss your medical information with others, unless they have a need to know the information.



Your Responsibilities

As an employee, you have a responsibility to:

Report any unfair or harassing treatment you experience to your company.

Respect others by acting professionally at work. Treat co-workers the way you want to be treated.

Request workplace changes for your religious beliefs or a disability by explaining what changes are needed and why.

You may have additional rights and responsibilities under state and/or local laws or your company's own policies.

If you manage employees, you have an even greater responsibility to act professionally since your employer could be legally responsible for things you say or do.

Need to File A Complaint?

If you think you have been the victim of illegal job discrimination or harassment, you can file a formal complaint, called a charge of discrimination, with EEOC. We will investigate your charge and take action to end any illegal discrimination.

We accept charges from all job applicants and full-time, part-time, seasonal and temporary employees, regardless of citizenship and work authorization status.

Charges may be filed by mail or in person. Our services are free.

Learn more about your employment rights and responsibilities by visiting our web site at www.youth.eeoc.gov. You can also email us at info@ask.eeoc.gov or call us at 1-800-669-4000 (TTY: 1-800-669-6820).