

## Equal Employment Opportunity Programs (EEOP) Office

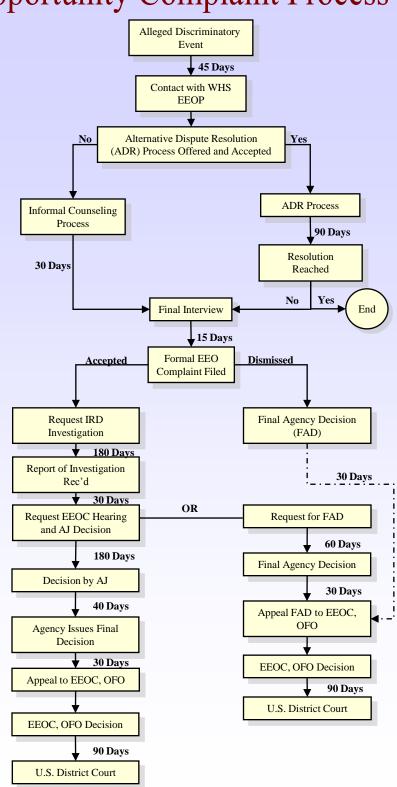
## **Equal Employment Opportunity Complaint Process**

Directors, managers and supervisors are responsible for ensuring that the work environment is free from discrimination based on the following protected classes: race, color, religion, sex (including sexual harassment and pregnancy), national origin, age (40 and older), disability (mental or physical), or reprisal (for participating in protected EEO activity).

Employees and/or applicants who believe they have been discriminated against based on the above protected classes must contact the EEOP within 45 days of the date the alleged discriminatory act occurred or within 45 days of the effective date of an alleged discriminatory personnel action. Prior to filing a formal complaint, aggrieved persons who believe they have been discriminated against will be assigned an EEO Counselor for informal pre-complaint counseling.

As an alternative to traditional EEO counseling, parties may choose to participate in **Alternative Dispute Resolution**, which offers informal, neutral, voluntary, and confidential methods for early dispute resolution, such as mediation.

For more information, visit EEOP online at www.whs.mil/EEOP. You may also contact EEOP at (703) 699-1805, (DSN) 499-1805 or <u>diversity@whs.mil</u>. The fax number is 703-601-2307.



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