



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), genetic information or reprisal (for participating in protected EEO activity).

Employees, former 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 (571) 372-0832 or diversity@whs.mil. The fax number is (571) 372-0847.

