



# EQUAL EMPLOYMENT OPPORTUNITY

## Policy Information for Employees

It is the policy of CNRSE that all applicants and employees, both current and former, receive an equal opportunity to excel without regard to **race, color, religion, national origin, sex, age, disability, genetic information, and retaliation/reprisal**. CNRSE is committed to executing policies that promote equal opportunity for all and ensuring actions are free from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### Title VII of the Civil Rights Act of 1964, as amended

Protects an applicant or employee (current/former) from discrimination based on **race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), and national origin**.

### Title I and Title V of the Americans with Disabilities Act (ADA) of 1990, as amended

Protects an applicant or employee (current/former) from discrimination based on **disability**. Disability discrimination includes not providing reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability, barring undue hardship to the employer.

### Age Discrimination in Employment Act (ADEA) of 1967

Protects an applicant or employee (current/former) who is **40 years of age or older** from discrimination based on age.

### Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008

Protects an applicant or employee (current/former) from discrimination based on **genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)**.

To learn more about EEO policies, visit [www.eeoc.gov](http://www.eeoc.gov) or scan QR code



- **Retaliation/Reprisal:** action or conduct that reasonably discourages an individual from filing a charge, opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.
- **Sexual Harassment :** a form of sex discrimination that can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Both the alleged victim and the alleged harasser can be either a woman or a man and of the same sex. DON civilians have two avenues for filing complaints of sexual harassment.

## Pre-Complaint Process

01

### Initial Contact

Contact must be made with the NRSE EEO Office within **45 calendar days** of the alleged discriminatory incident or the effective date of perceived discriminatory action.

02

### Counseling

The EEO Counselor will attempt to assist the parties in reaching a resolution within **30 calendar days** from date of initial contact. Counseling may be extended an additional **60 calendar days** if complainant agrees to an extension or elects to participate in Alternative Dispute Resolution (ADR).

04

### Acceptance/Dismissal

If the complaint is accepted for investigation, the complainant will be notified in writing and an investigation will take place. If the complaint is dismissed, the complainant will also be notified in writing of the reason and informed of their appeal rights.

05

### Investigation

The agency must complete an investigation within **180 calendar days** and issue a Report of Investigation (ROI).

06

### Hearing

Within **30 calendar days** of receipt of ROI, the complainant has the right to request a hearing by an Administrative Judge (AJ) or a Final Agency Decision by the Department of the Navy. A hearing can be requested any time after **180 calendar days** have elapsed from filing a formal complaint.

07

### Appeal

If the complainant is dissatisfied with Agency or AJ dismissal, final action, or decision, they may appeal to EEOC within **30 calendar days** of receipt of dismissal, final action, or decision.

## Formal Complaint Process

03

### Filing

Employee/applicant may file a written formal complaint with NRSE EEO office within **15 calendar days** after the end of counseling and issuance of the notice of right to file.



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