



# Equal Employment Opportunity (EEO) Policy Information for Employees

## Discrimination

It is CNRSE policy that all employees, applicants or former employees must receive an equal opportunity to excel without regard to race, color, religion, national origin, sex, age, disability, genetic information, or retaliation/reprisal. CNRSE is committed to maintaining an equal opportunity culture. This means executing equal employment policies, ensuring any and all actions are free from discrimination, and developing and maintaining effective lines of communication with all employees.

## Race, Color, Religion, Sex, National Origin

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin.

**Age:** The Age Discrimination in Employment Act (ADEA) of 1967 protects individuals **40 years of age or older** from discrimination based on age.

**Disability:** Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making **reasonable accommodations** to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

**Genetic Information:** Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information

**Retaliation/Reprisal:** It is illegal to fire, demote, harass, or otherwise "retaliate" against individuals because they filed a charge of discrimination, because they complained to their employer or other covered entity about discrimination on the job, or because they participated in an employment discrimination proceeding (such as an investigation or lawsuit).

**Sexual Harassment:** Is a form of sex discrimination. It also includes same-sex harassment when the harassment constitutes discrimination because of sex. DON civilians have two avenues for filing complaints of sexual harassment.

## Pre-Complaint Process

- Initial Contact:** Contact must be made with the CNRSE EEO office within 45 calendar days of the alleged discriminatory incident or the effective date of perceived discriminatory action.
- Counseling:** The EEO Counselor will attempt to resolve the matter informally within 30 calendar days from date of initial contact. Counseling may be extended up to 60 calendar days. The counseling period will also be extended an additional 60 days if Alternative Dispute Resolution (ADR) is elected and agreed to by the complainant and the agency.

## Formal Complaint Process

- Filing:** Employee or applicant may file a written formal complaint with NRSE EEO office within 15 calendar days after counseling and the issuance of the final interview.
- 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 will be informed of appeals rights.
- Investigation:** The agency must complete an investigation within 180 calendar days and issue a Report of Investigation (ROI).
- 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 also be requested any time after 180 days have elapsed from filing a formal complaint.
- Right to Appeal to EEOC:** If the complainant is dissatisfied with Agency or AJ dismissal, final action, or decision, he/she may appeal to EEOC within 30 calendar days of receipt of dismissal, final action, or decision.

## EEO Points of Contact

### EEO Counselors

Voice (904) 542-2802/2297

Fax (904) 542-3091

### Mailing Address

Navy Region Southeast

P.O. Box 22

Code N1E, EEO

Jacksonville, FL 32212

To learn more about EEO policies, visit [www.EEOC.gov](http://www.EEOC.gov) or contact  
Navy Region South East Equal Employment Opportunity Office

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