

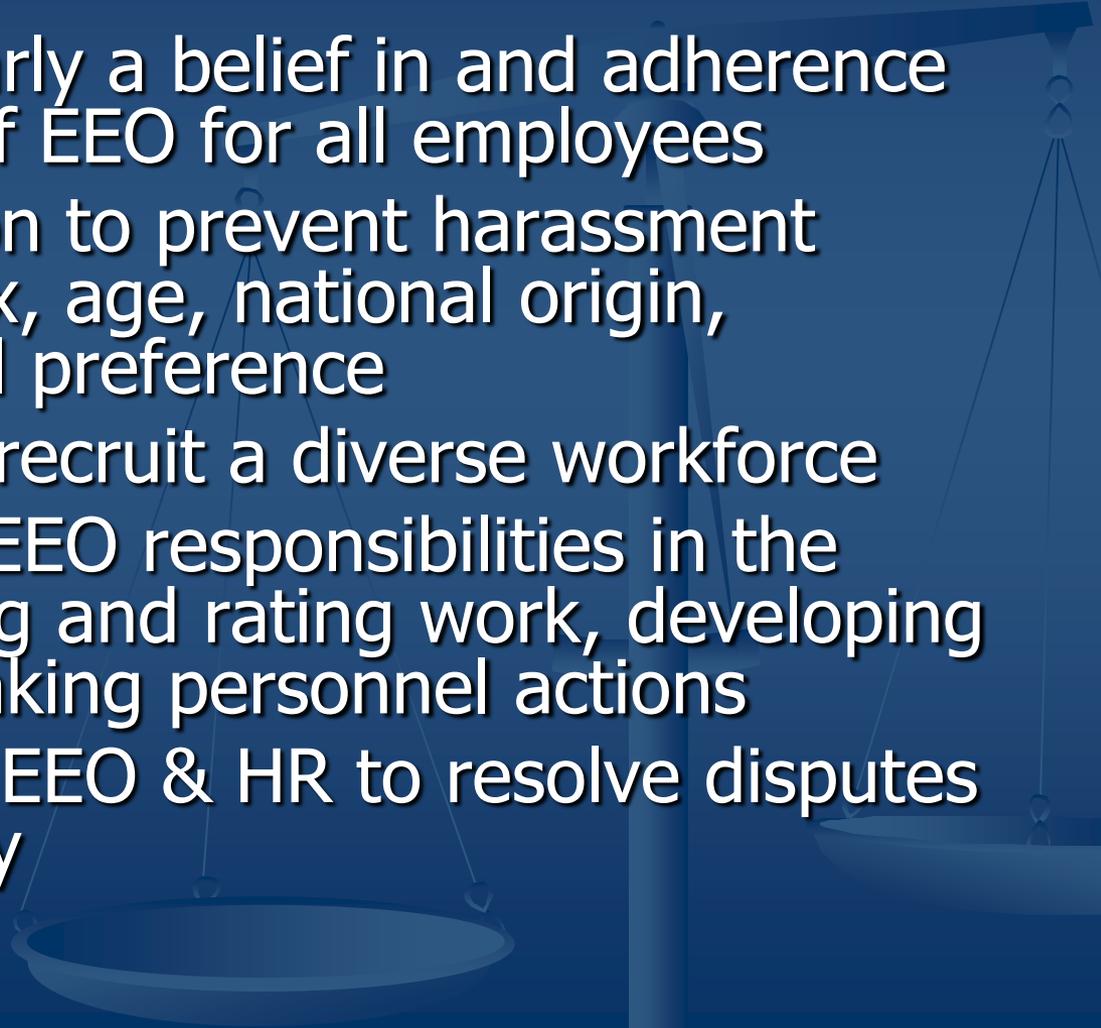


EQUAL EMPLOYMENT OPPORTUNITY

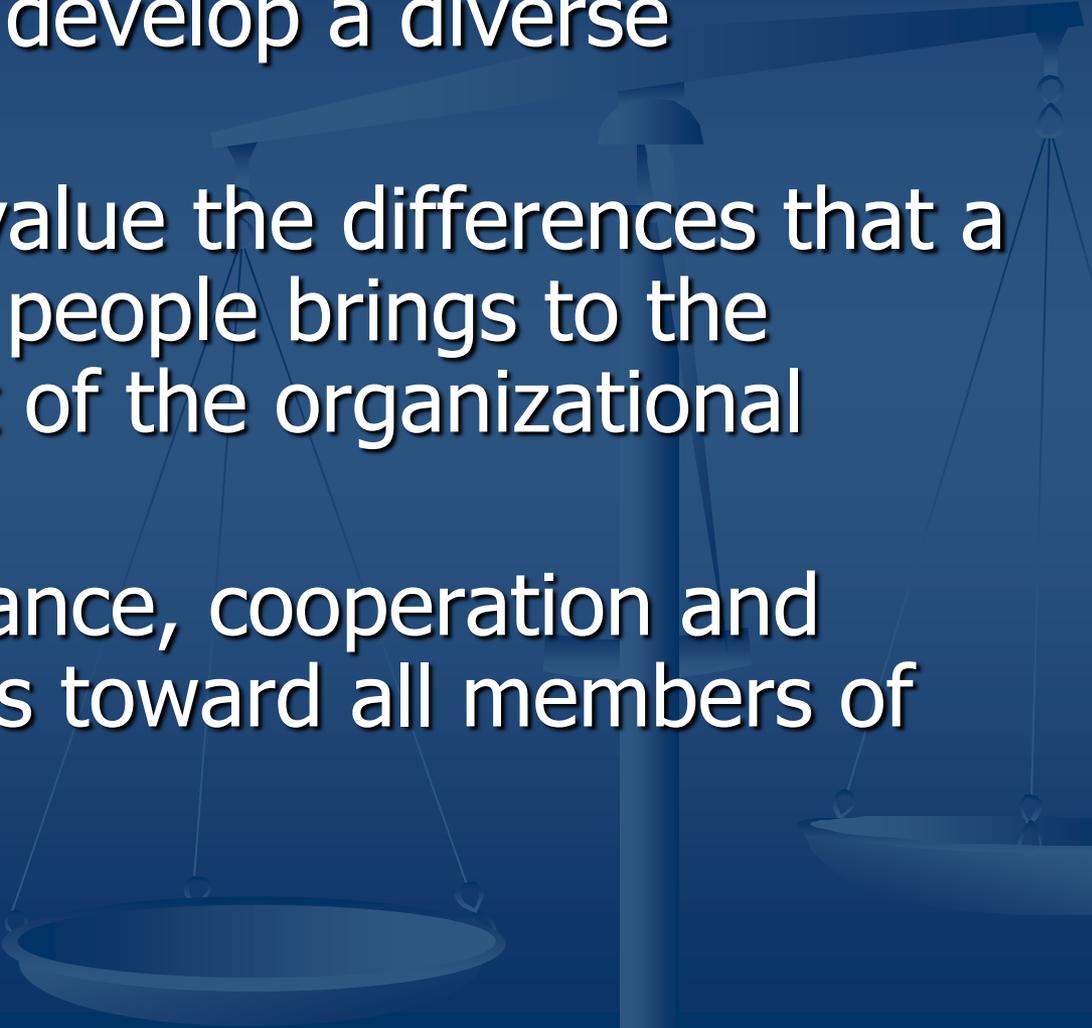
For
MANAGERS/SUPERVISORS

Prepared by EEO Officer,
WSMR, NM

MAINTAINING A DISCRIMINATION-FREE WORKPLACE

- Communicate clearly a belief in and adherence to the principles of EEO for all employees
 - Take prompt action to prevent harassment based on race, sex, age, national origin, disability or sexual preference
 - Make an effort to recruit a diverse workforce
 - Remain aware of EEO responsibilities in the course of assigning and rating work, developing employees, and taking personnel actions
 - Work closely with EEO & HR to resolve disputes promptly and fairly
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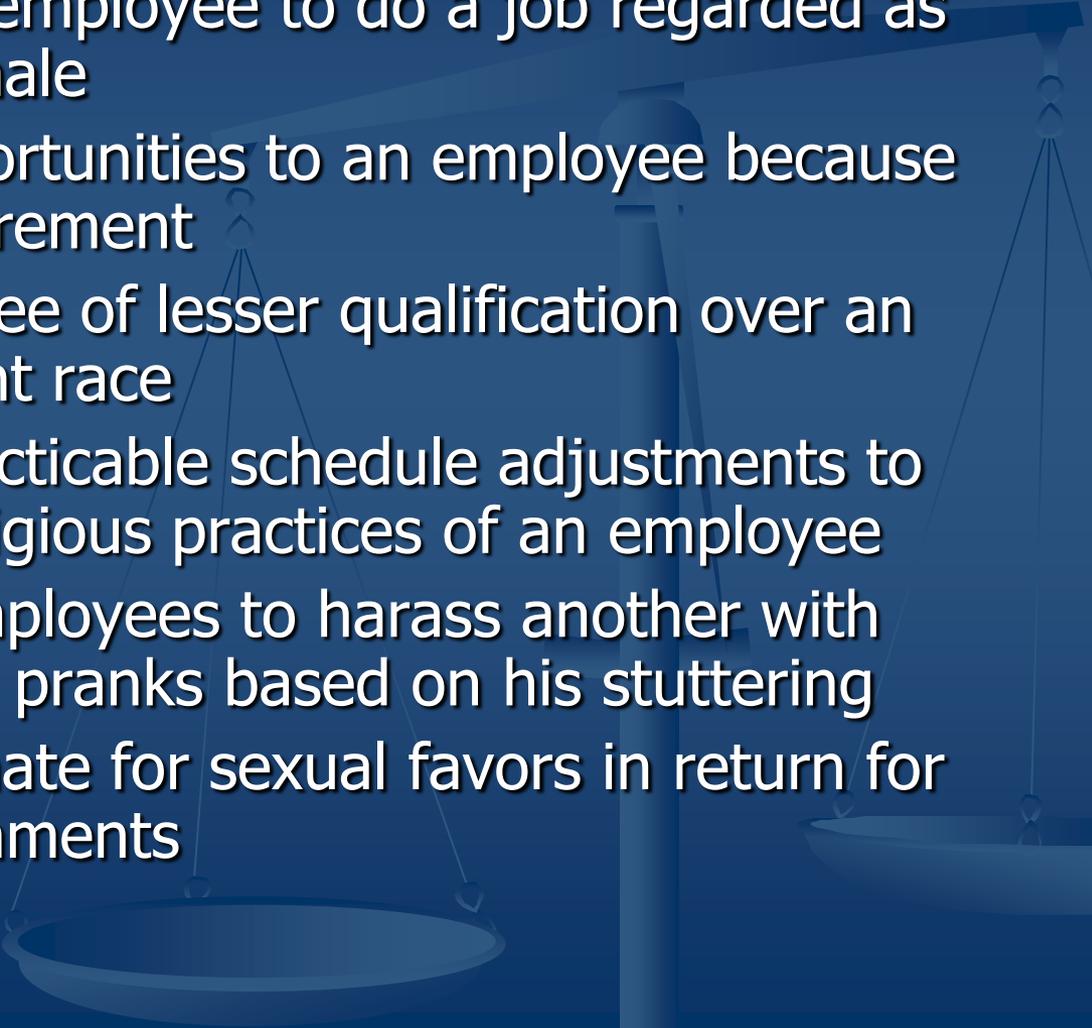
MANAGING DIVERSITY

- Actively seek to develop a diverse workforce
 - Recognize and value the differences that a diverse array of people brings to the accomplishment of the organizational tasks
 - Promote acceptance, cooperation and positive attitudes toward all members of the workforce
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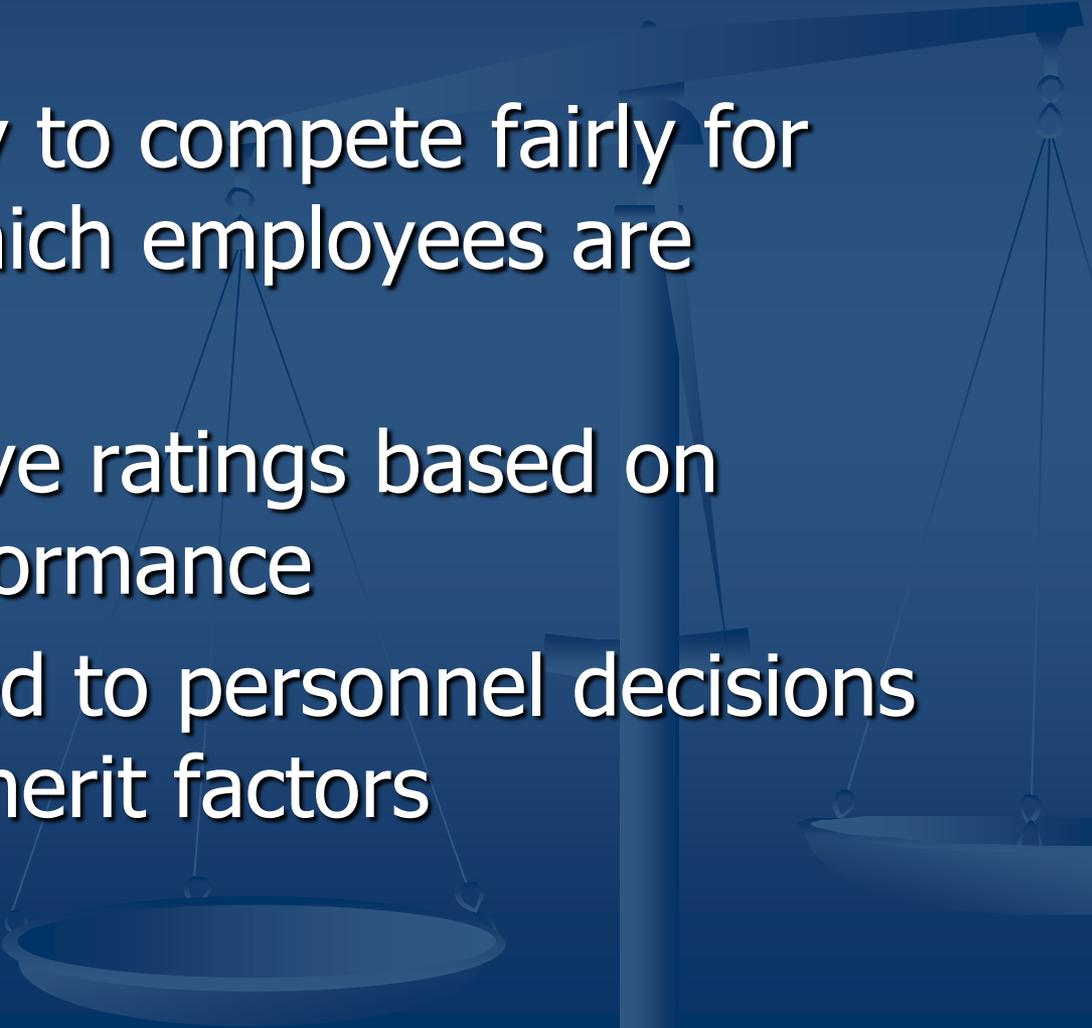
EEO OBJECTIVES

- Provide every federal employee, regardless of age, race, sex, color, handicap, national origin or religion the opportunity to advance in his/her career on the basis of merit
- Protect federal employees from harassment based on sex, race, age, or other non-merit factors
- Secure for the federal service, the fullest accomplishment possible from the talents, energy and hard work of its entire workforce

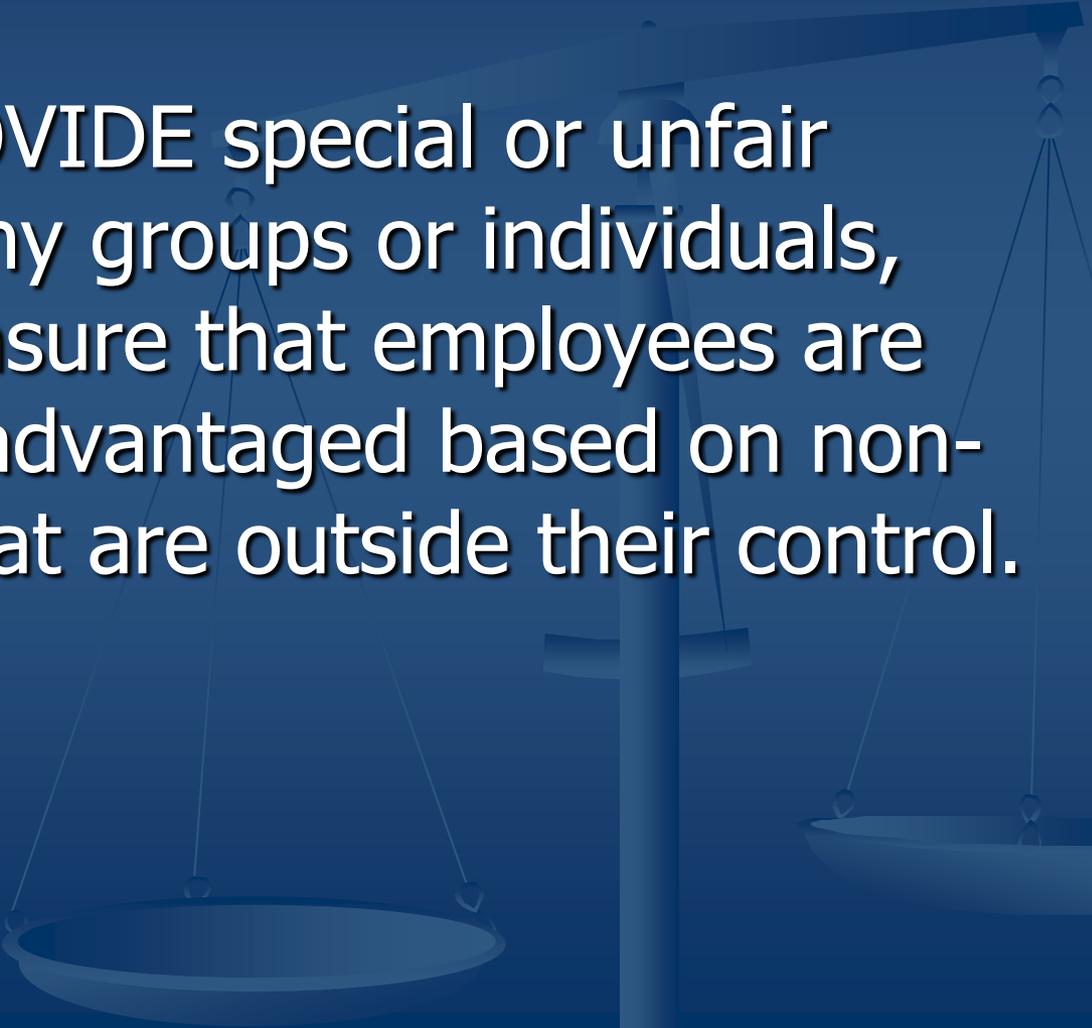
UNLAWFUL DISCRIMINATION

- Not selecting a male employee to do a job regarded as more suited for a female
 - Denying training opportunities to an employee because he/she is nearing retirement
 - Promoting an employee of lesser qualification over an applicant of a different race
 - Refusing to make practicable schedule adjustments to accommodate the religious practices of an employee
 - Permitting several employees to harass another with demeaning jokes and pranks based on his stuttering
 - Pressuring a subordinate for sexual favors in return for favorable work assignments
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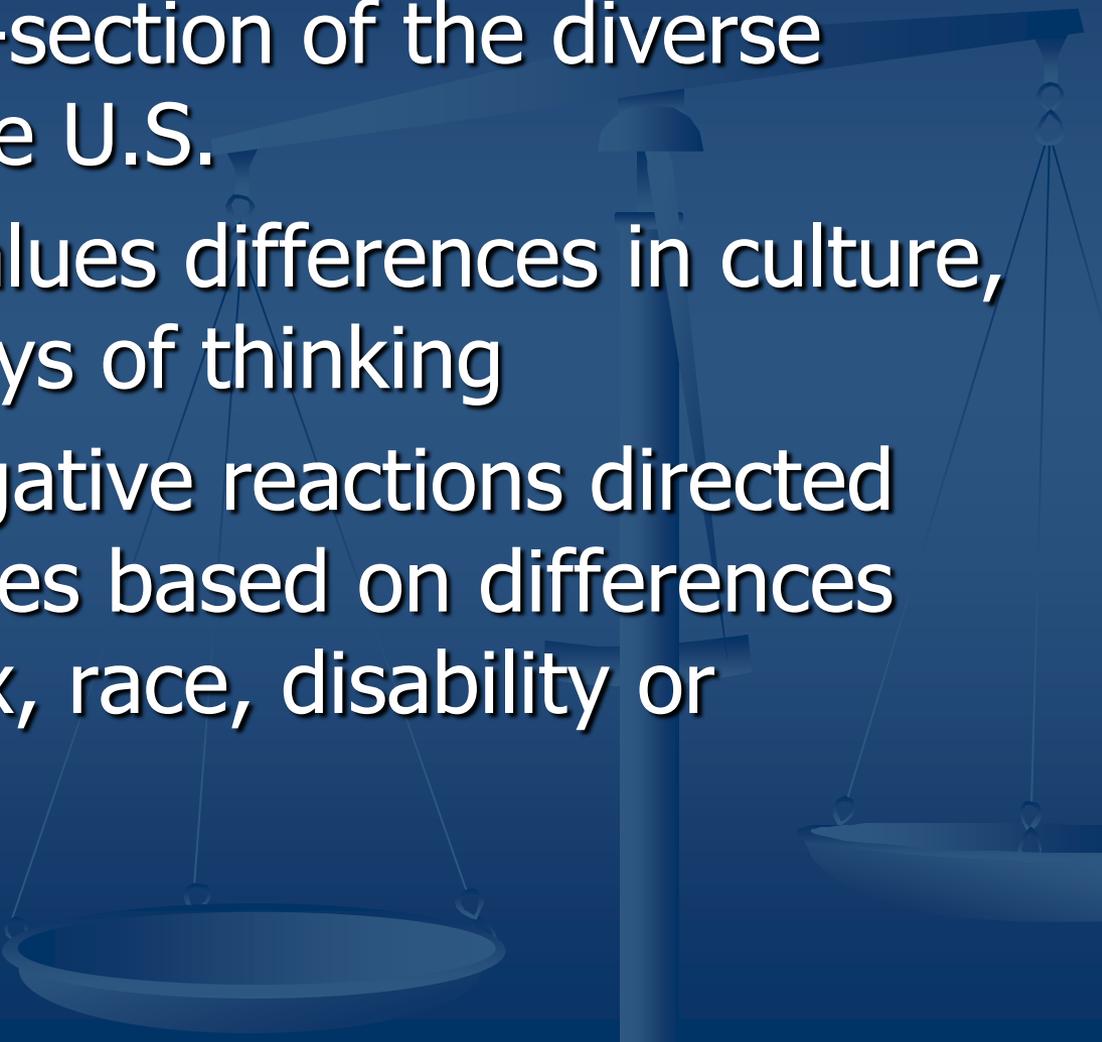
EQUAL EMPLOYMENT OPPORTUNITY CONCEPTS

- The opportunity to compete fairly for positions for which employees are qualified
 - Receive objective ratings based on employees performance
 - Not be subjected to personnel decisions based on non-merit factors
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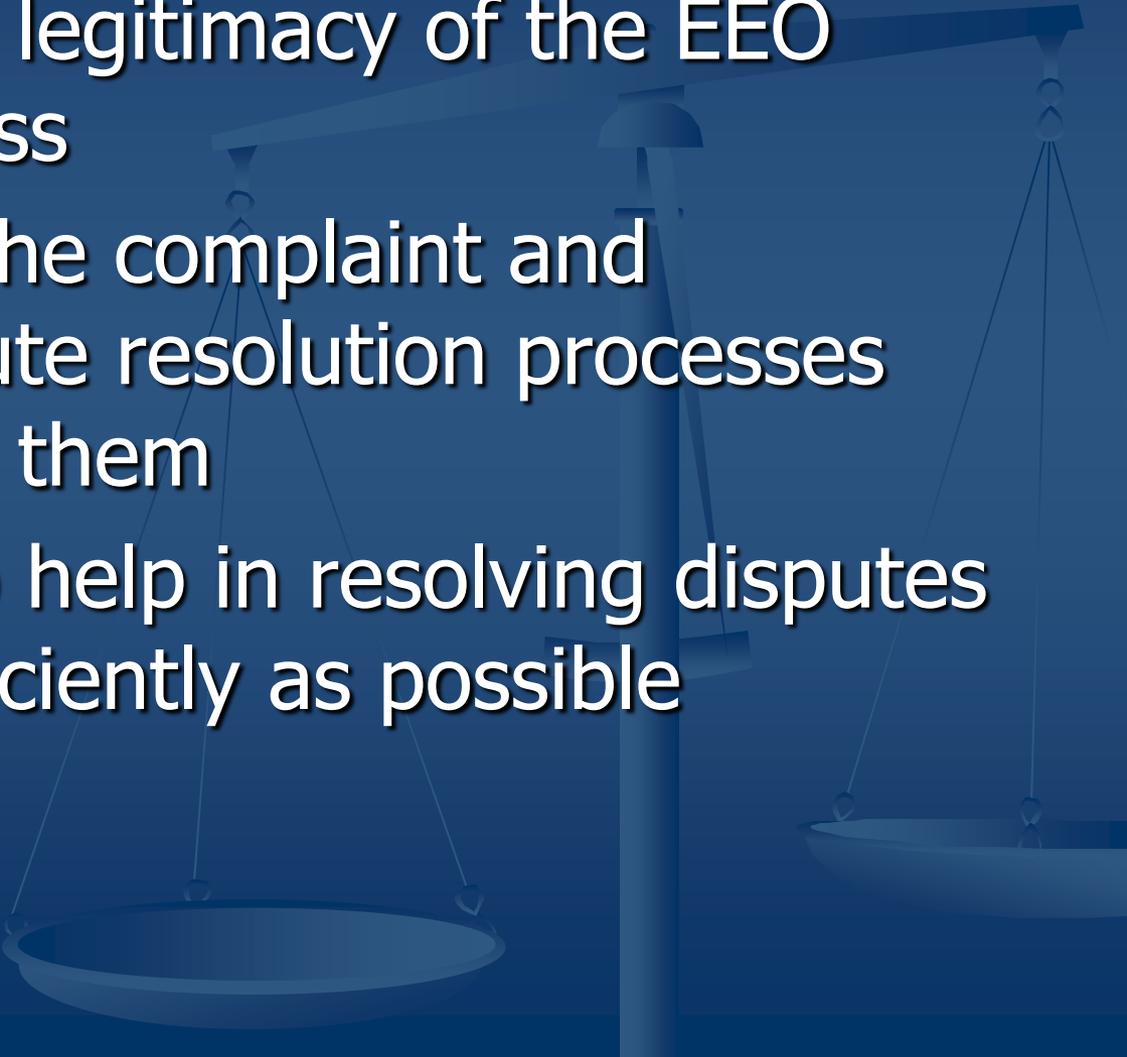
OBJECTIVE

- IS NOT TO PROVIDE special or unfair advantage to any groups or individuals, but rather to ensure that employees are not unfairly disadvantaged based on non-merit factors that are outside their control.
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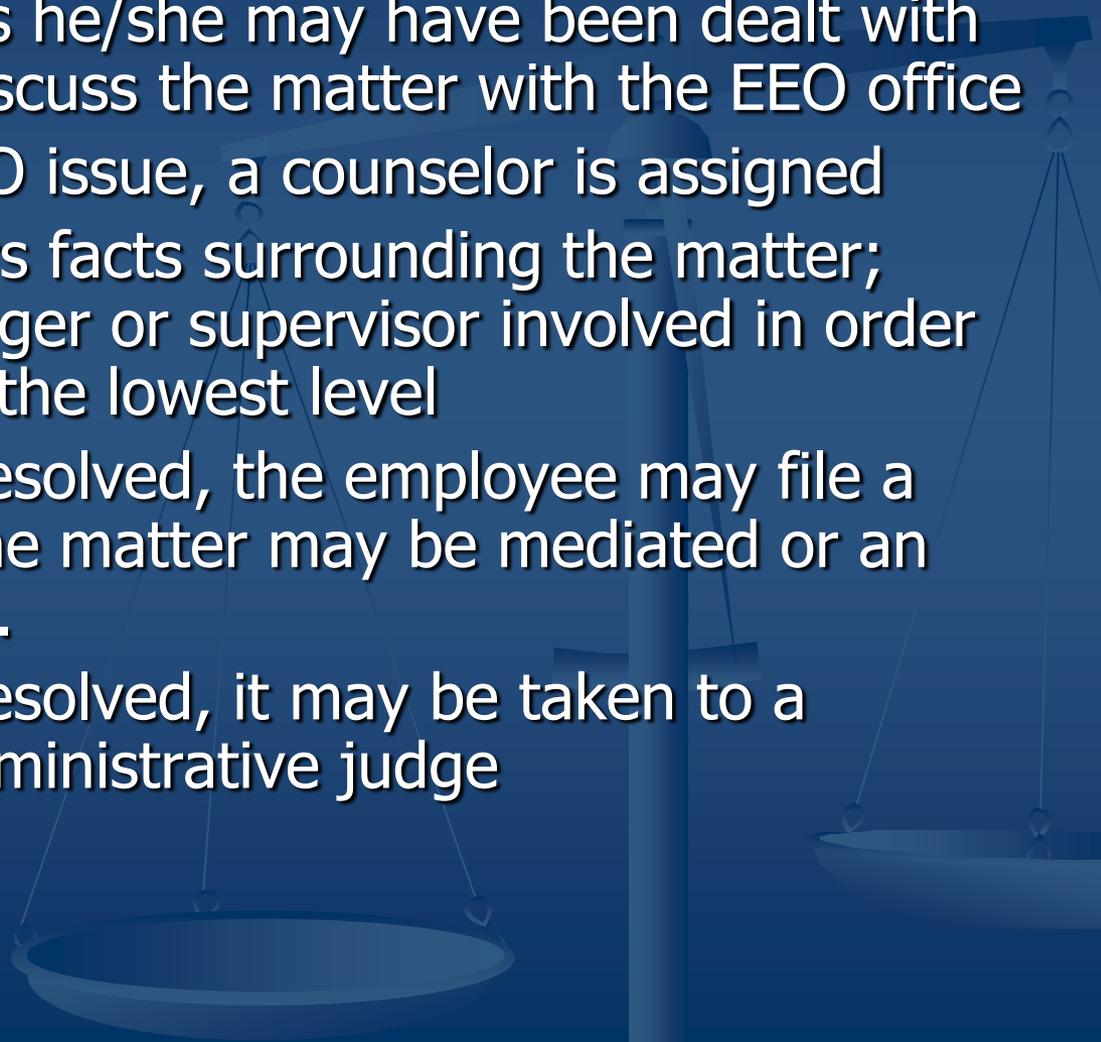
DIVERSITY MANAGEMENT

- Reflects a cross-section of the diverse population of the U.S.
 - Respects and values differences in culture, opinion, and ways of thinking
 - Discourages negative reactions directed toward employees based on differences such as age, sex, race, disability or religion
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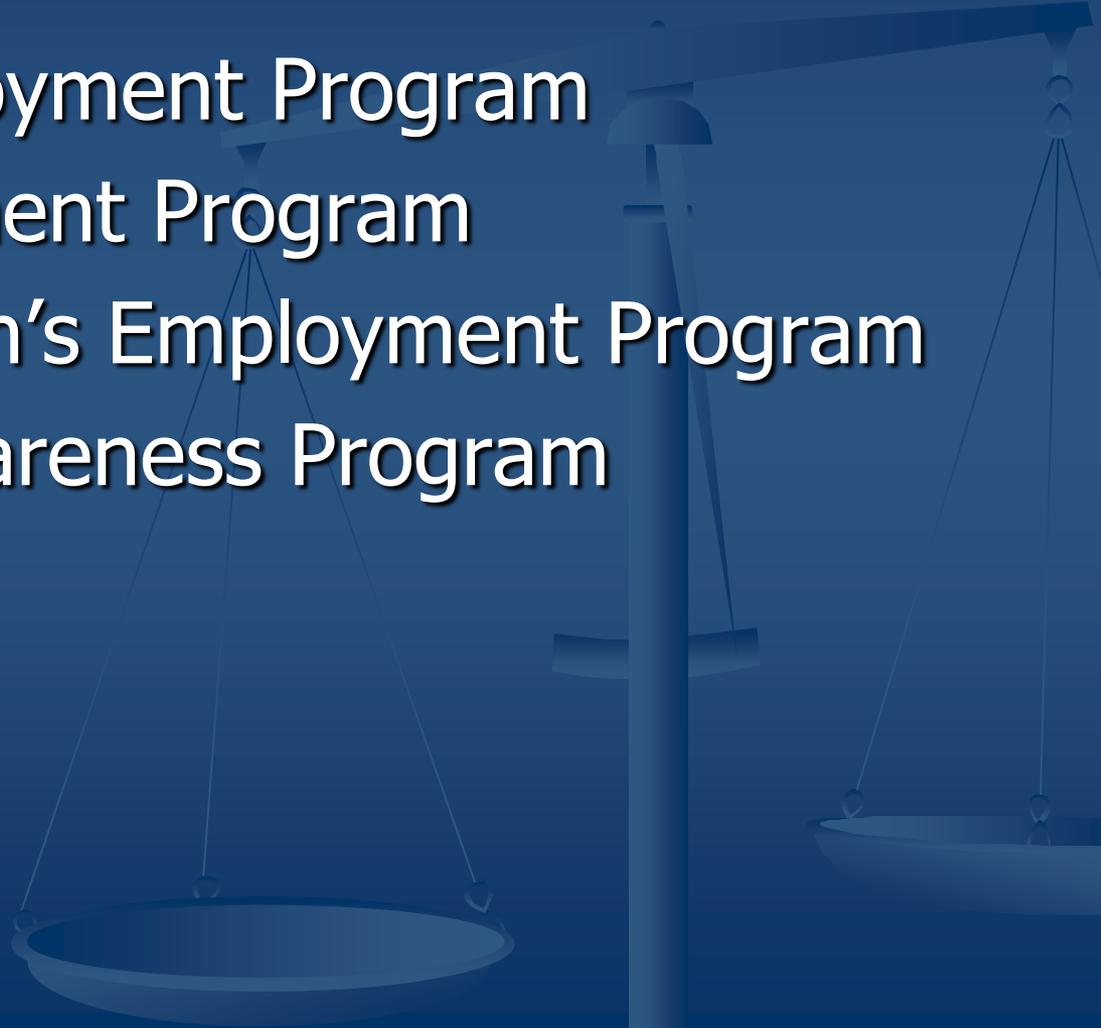
DISPUTE RESOLUTION

- Recognizing the legitimacy of the EEO complaint process
 - Understanding the complaint and alternative dispute resolution processes and their role in them
 - Knowing how to help in resolving disputes as fairly and efficiently as possible
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EEO COMPLAINT PROCESS

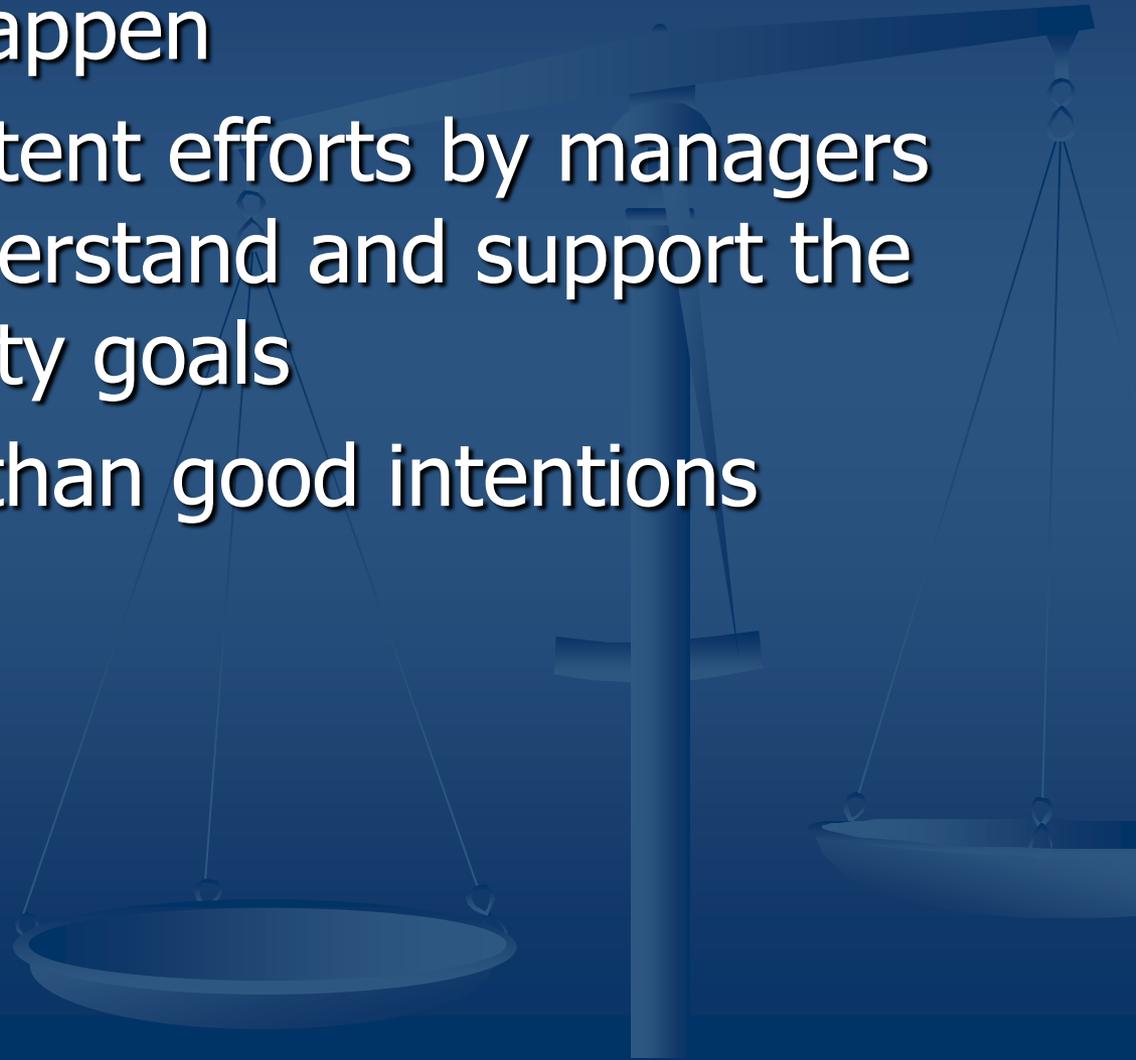
- An employee believes he/she may have been dealt with unfairly, first must discuss the matter with the EEO office
 - If accepted as an EEO issue, a counselor is assigned
 - The counselor gathers facts surrounding the matter; meets with the manager or supervisor involved in order to seek resolution at the lowest level
 - If the matter is not resolved, the employee may file a formal complaint. The matter may be mediated or an investigator assigned.
 - If the matter is not resolved, it may be taken to a hearing before an administrative judge
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AFFIRMATIVE EMPLOYMENT PROGRAMS

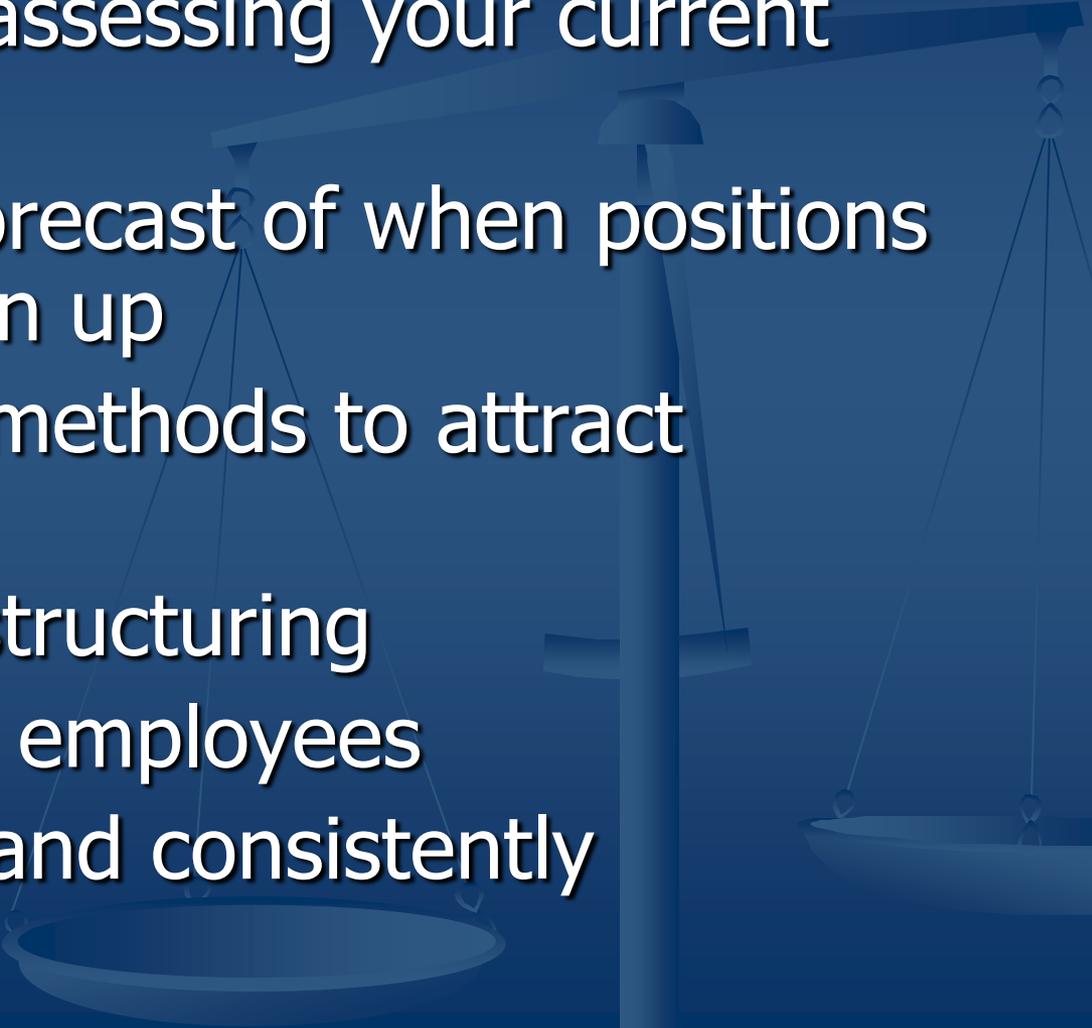
- Hispanic Employment Program
 - Black Employment Program
 - Federal Women's Employment Program
 - Disabilities Awareness Program
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BUILDING DIVERSITY

- Does not just happen
- Result of consistent efforts by managers who clearly understand and support the agency's diversity goals
- Requires more than good intentions



LOOK AND PLAN AHEAD

- Devote time to assessing your current organization
 - Make a rough forecast of when positions are likely to open up
 - Use alternative methods to attract applicants
 - Consider job restructuring
 - Develop current employees
 - Interview fairly and consistently
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PROHIBITED PERSONNEL PRACTICES

- Don't discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
- Don't solicit or consider any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability
- Don't coerce an employee's political activity
- Don't deceive or obstruct any person with respect to such person's right to compete for employment
- Don't influence a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment
- Don't grant any preference or advantage not authorized by law, regulation, or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment
- Don't employ or advocate a relative
- Don't retaliate against a whistleblower, whether an employee or an applicant
- Don't retaliate against employees or applicants who exercise their appeal rights, testify, or cooperate with an Inspector General or the Special Counsel, or refuse to break the law
- Don't discriminate based on actions not adversely affecting performance
- Don't violate any law, rule, or regulation implementing or directly concerning the merit principles
- Don't violate Veteran's Preference by taking or failure to take a personnel action

EQUAL EMPLOYMENT OPPORTUNITY



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