

Employee Rights & Responsibilities

As an employee, you have the right to work free of discrimination and harassment. Federal laws prohibit job decisions based on race, color, religion, sex, national origin, disability, age or genetic information. In addition, your employer cannot punish you, treat you differently or harass you for reporting job discrimination. We call this our right to be protected from reprisal.

❖ Don't Discriminate

No one should be discriminated or harassed because of their race, color, national origin, sex (including pregnancy), religion, disability, age or genetic information. You should treat your co-workers fairly and with respect. Do not tell sexual or racial jokes at work, or tease people because they are different from you.

❖ Report Discrimination

You should tell your organization about any unfair treatment or harassment. Talk to your supervisor, or contact the CNRF, Equal Employment Opportunity Department.

❖ Request Workplace Changes for Religion or Disability

You have the responsibility to tell your organization if you need a workplace change because of your religious beliefs or medical condition.

What is Sexual Harassment?

Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. According to Equal Employment Opportunity Commission (EEOC) guidelines, sexual harassment is conduct that is:

- Unwelcome
- Sexual in nature, and
- Affects the work environment



DON's Policy

The Department of the Navy's Policy on

Sexual Harassment is ZERO

TOLERANCE. Harassers will be subject to disciplinary action.

Regardless of rank, title, or pay grade sexual harassment will not be tolerated.

If you are sexually harassed please notify your supervisor or the CNRF Equal Employment Opportunity Department.

Hostile Work Environment

A hostile work environment exists when all four of the criteria listed below are met:

1. Actions or words that a reasonable person would view as hostile, abusive or offensive.
2. An employee who is exposed to the hostile, abusive or otherwise words or actions views them subjectively as offensive.
3. The hostile, abusive or offensive words or actions are based upon one or more of the prohibited bases for discrimination contained in Title VII.
4. The offensive conduct is either sufficiently severe even in an isolated incident, or is sufficiently pervasive to establish a work environment that can be perceived both subjectively and objectively by a "reasonable person" as hostile or abusive.

A hostile work environment is not created by:

- Isolated events that a reasonable person would not perceive as severe.
- Pervasive incidents (words and/or actions) that employees did not regard as hostile, offensive or abusive, or find unwelcome.

What do you do?

What should you do if discrimination or sexual harassment occurs?

1. **Respond** - to the problem if you feel comfortable doing so. Tell the person how you feel and why you are offended by the behavior. Perhaps they did not mean to offend you.
2. **Record** - the times, dates, places and specifics of each occurrence. You need to include exactly what was said and who may have observed the incident. If there were no witnesses, tell people you trust about the incident and record their names.
3. **Report** - the problem to your supervisor or manager. If the problem is not resolved. Contact the EEO Office.

How to File an EEO Complaint

You have the right to file an EEO complaint when you believe you are being treated unfairly or harassed on the job because of your race, color, religion, sex (including pregnancy), national origin, disability, genetic information, age (40 or older); or for previously complaining about job discrimination.

To file a complaint, contact the EEO Office within 45 calendar days from the date the discriminatory incident or sexual harassment

Support the Mission



- ❖ Equality of opportunity is recognized as an essential element of readiness and is vital in attracting, developing and retaining a top-quality workforce in order to accomplish the DON strategic mission.
- ❖ Don't Discriminate
- ❖ Report Discrimination
- ❖ Complete EEO Training as Required

**For Assistance or Guidance
Contact Equal Employment
Opportunity Office**

757-322-5666

757 -322-5619

757-322-5618



EEO

Equal Employment Opportunity

Commander Navy Reserve Force
EEO Office
1915 Forrestal Drive
Norfolk, VA 23551