

Essential Elements of EEO

There are six essential or basic elements an agency needs to create and maintain for a “Model” EEO program:

- ◆ Demonstrated commitment from the agency leadership
- ◆ Integration of EEO into the agency’s strategic mission
- ◆ Management and program accountability
- ◆ Proactive prevention of unlawful discrimination
- ◆ Efficiency
- ◆ Responsiveness and legal compliance.

An EEO Program is only as effective as the commitment and active participation of the many parties involved in its administration and execution. Program effectiveness is measured by results.



Remember—EEO is for everyone! It is designed to provide equal employment opportunities for all employees, former employees, applicants for employment, and certain contract employees.

*Everyone must work together to ensure that **equality of opportunity** in employment becomes the norm rather than the exception.*

Welcome to Fort Campbell and enjoy your new job!



*The US Army strives to promote **dignity, respect and equality** for all.*

**For additional information regarding EEO,
Please Contact Fort Campbell EEO:**

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Equal Employment Opportunity Information



For New Employees



**USAG Fort Campbell
Equal Employment Opportunity**

Why an employee brochure?

As a new employee, you should be aware of your rights and responsibilities.



You have the **right** to:

- ◆ Work in an environment free of discrimination and harassment because of your race, color, religion, sex (to include pregnancy, transgender, and gender stereotyping), national origin, disability, age (40+), genetics, or reprisal for prior EEO activity.
- ◆ Request an accommodation because of your disability or religious beliefs.
- ◆ File a complaint of job discrimination without the fear of being punished.

Your **responsibilities** are:

- ◆ To report any unfair or harassing treatment within 45 calendar days of the incident.
- ◆ To request a workplace change or accommodation because of your disability or religious beliefs.
- ◆ To respect your co-workers by always acting professionally at work. Remember treat your co-workers the way you want to be treated.

Employee Checklist

- ✓ Have you been provided the Commander's Equal Employment Opportunity (EEO) and Anti-Harassment policy statements?
- ✓ Do you know the name and location of the EEO Officer?
- ✓ Have you attended the annual training in EEO and No FEAR? Did you know that as a new employee it is mandatory for you to do your initial No FEAR training within 90 days of your arrival date?
- ✓ If you are a new supervisor, you are required to have mandatory EEO and NO Fear training within 90 days of your arrival date.
- ✓ Visit or call the EEO office to obtain information on the Special Emphasis Programs (SEP).
- ✓ Familiarize yourself with the activity workforce development program through Human Resources.
- ✓ Familiarize yourself with Reasonable Accommodation procedures.
- ✓ Familiarize yourself with the Alternative Dispute Resolution Program.

What is Equal Employment Opportunity?

EEO is the law. There are several different laws that shaped EEO over the decades. The most important are described below:

- Title VII of the Civil Rights Act of 1964, prohibits discrimination in employment based on race, color, religion, national origin, or sex. The Equal Employment Act of 1972 extended Title VII's anti-discrimination protections to cover Federal employees.
- Age Discrimination in Employment Act of 1967, prohibits discrimination on the basis of age (40 and older).
- Rehabilitation Act of 1973, prohibits discrimination on the basis of mental and physical disability.

In addition, the Code of Federal Regulation Part 1614, Army Regulations (AR 690-600 and 690-12) prohibits discrimination based on race, color, religion, sex (to include pregnancy, transgender, and sex stereotyping), national origin, age (40 and over), disability, genetic information, and/or reprisal from all personnel management practices.

