



**Fort Belvoir, Garrison**  
**Equal Employment Opportunity**

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# **EEO TRAINING**

Presented By

**DIRECTORATE OF EQUAL EMPLOYMENT  
OPPORTUNITY  
US ARMY GARRISON FORT BELVOIR**

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### Briefing Overview

- ✓ EEO Vision and Mission
- ✓ Bases of Discrimination
- ✓ EEO Complaint Process
- ✓ Reasonable Accommodation Process



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### EEO Vision

- Exceed customers expectation
  - In collaboration with Civilian Personnel and management attract, recruit, develop and retain a diverse and professional workforce
  - Actively seek innovative ways to improve our performance and service delivery
  - Develop a workforce who demonstrates respect for all personnel with whom they interact during the workday
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### EEO Mission

Provide the highest quality of equal employment opportunity services to a diverse workforce through education, commitment, collaboration, and communication; ensure all people regardless of status are treated with dignity and respect.

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## EEO Laws

### **Federal laws prohibiting employment discrimination:**

- Equal Pay Act of 1963 (EPA)
  - Title VII of the Civil Rights Act of 1964, as amended
  - Age Discrimination in Employment Act of 1967 (ADEA)
  - Sections 501 and 505 of the Rehabilitation Act of 1973
  - Title I and Title V of the Americans with Disabilities Act of 1990 (ADA)
  - Civil Rights Act of 1991
  - Genetic Information Nondiscrimination Act of 2008
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## Bases of Discrimination

- Race
  - Color
  - Religion
  - National Origin
  - Genetic Information
  - Sex (including sexual harassment)
  - Age (40+)
  - Disability (physical and mental)
  - Reprisal
- Nondiscrimination Act (GINA)



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## Your Rights Under the Law

If you believe discrimination has occurred:

- Contact an EEO official within **45** calendar days
  - Discuss resolution options with EEO counselor
  - EEO counselors have **30** calendar days to conduct an inquiry and attempt resolution
  - The counseling period can be extended up to **60** calendar days to facilitate resolution
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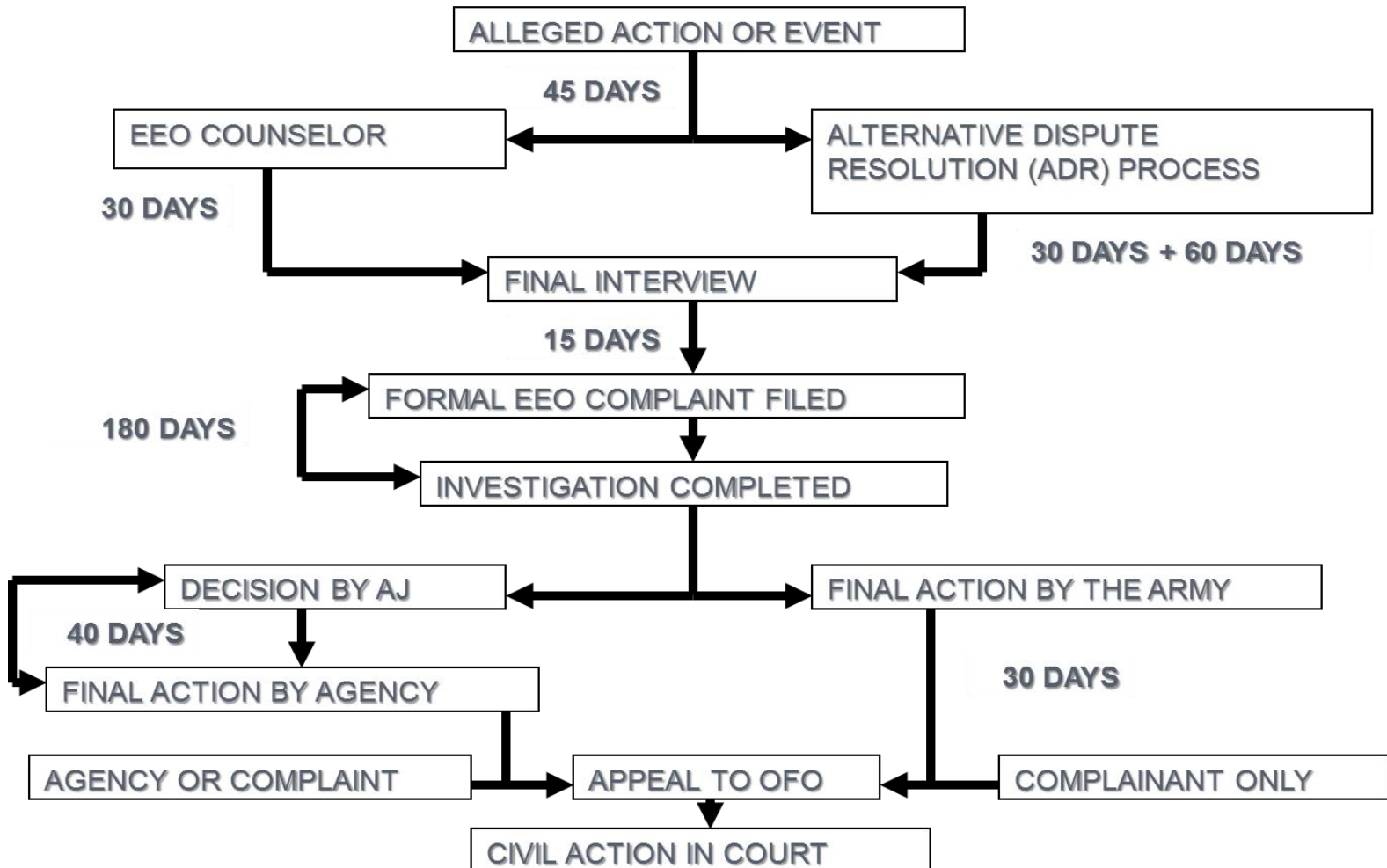


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### Complaint Process







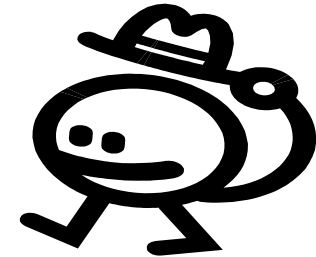
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**DIGNITY  
AND  
RESPECT**





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### **Dignity:**

Bearing, conduct, or speech indicative of self-respect or appreciation of the formality or gravity of an occasion or situation.

### **Respect:**

Treat everyone with courtesy, politeness and dignity, valuing individual and cultural differences in our workplace and among those we serve.

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# IT IS OUR DUTY TO TREAT EVERYONE WITH

Dignity and Respect

Courtesy

Politeness

Value the differences they bring into our  
workplace

Tolerance (***This can be hard***)

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# What Does a Respectful Workplace Look Like?

- Supportive & Approachable Management
  - Open Communication and Dialogue
  - A Culture of Active Support of Professional Development
  - Acknowledgement & Recognition By Leadership
  - Constructive Relationships Between the Organization
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# **How Does Management Support Respectful Workplace?**

- Build & Support Teams
  - Ensure Communication, Feedback and Workload Planning
  - Be Enthusiastic & Positive
  - Model Cooperative & Collaborative working Relationships
  - Resolve Differences/Conflicts Quickly and Face to Face
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## Alternative Dispute Resolution



Alternative Dispute Resolution (ADR) encompasses mediation, arbitration, facilitation and other ways of resolving disputes focused on effective communication and negotiation, rather than using adversarial processes such as administrative procedure.

The Army's preferred method is “**MEDIATION**”

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### Reasonable Accommodation

Reasonable Accommodation is a change in the way things are customarily done that provides an individual with a disability with **equal employment opportunities**

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# **Army Reasonable Accommodation Process**

- Reasonable Accommodation Request can be made Verbal or Written
  - Initiating the Reasonable Accommodation Process
  - DA Reasonable Accommodation Policy Forms
  - Medical Documentation
  - Time Limits
  - Grant or Denial of Reasonable Accommodation
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# Initiating the Reasonable Accommodation Process

The process begins when the individual makes an oral or written request for a reasonable accommodation. The request does not require the individual to mention the Rehabilitation Act or use the phrase “reasonable accommodation” or “disability.” The request is usually provided to the immediate supervisor.



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## Confidentiality

- Information that someone has a disability or is receiving an accommodation
  - Information – for use by DM and officials with a “need to know” in order to provide accommodation
  - Examples: Supervisors, managers, building managers, government officials investigating Army compliance
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## Denial of Requested Accommodation

Denial is based on the Army's inability to provide requested accommodation



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**US Army Garrison**  
**Directorate of Equal Employment Opportunity**  
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