



# EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Department of Energy (DOE) is committed to equal employment opportunity (EEO) principles in all of our management decisions and personnel practices. We will strive to provide equal employment opportunity, eliminate discrimination in employment, and maintain an environment that is free from any form of prohibited discrimination.

Any employee or applicant for employment may file a complaint of discrimination on the basis of race, color, religion, sex (including sexual orientation, gender identity and pregnancy), national origin, disability (physical or mental), age (over 40), status as a parent, protected genetic information, sexual harassment, or reprisal for prior equal employment opportunity activity.

To initiate a complaint of discrimination, you must first contact an Equal Employment Opportunity Counselor within 45 calendar days of the alleged discrimination. An EEO Counselor will inform you of your rights and responsibilities in the EEO process including your right to request mediation. Thereafter, you may choose to file a formal complaint of discrimination. If your formal EEO complaint is accepted for processing, you can expect the following:

- ❖ The option to request mediation of your complaint.
- ❖ A thorough, impartial investigation of the allegations accepted.
- ❖ The right to a hearing before the U.S. Equal Employment Opportunity Commission (EEOC), or a final decision by DOE without a hearing.\*
- ❖ The right to appeal any final DOE decision to the EEOC, if you are dissatisfied.\*

**HEADQUARTERS EMPLOYEES AND APPLICANTS FOR EMPLOYMENT:** Contact the Headquarters Office of Civil Rights to speak to an EEO Counselor. Thereafter, a formal complaint of discrimination may be filed by writing to the Director, Office of Civil Rights, or by writing to the Secretary of Energy.

**FIELD SITE EMPLOYEES AND APPLICANTS FOR EMPLOYMENT:** Contact the local DOE EEO/Diversity Office to speak to an EEO Counselor, or to obtain other information. A complete listing of field site EEO/Diversity Offices can be found at [www.energy.gov/diversity/services/protecting-civil-rights](http://www.energy.gov/diversity/services/protecting-civil-rights).

## DOE Office of Civil Rights

1000 Independence AVE, SW, Room 5B-168, Washington, DC 20585  
Telephone: 202-586-2218 / Email: [civilrights@hq.doe.gov](mailto:civilrights@hq.doe.gov) / Fax: 202-586-1009  
[www.energy.gov/diversity/services/protecting-civil-rights](http://www.energy.gov/diversity/services/protecting-civil-rights)



\*If your case is a mixed-case complaint, you do not have a right to a hearing before the EEOC or to appeal a DOE decision to the EEOC. However, you do have the right to appeal a DOE decision in a mixed-case complaint to the Merit Systems Protection Board (MSPB).