The EM Consolidated Business Center (EMCBC) is fully committed to equal employment opportunity and the implementation of a strong affirmative employment program. It is the policy of the EMCBC to provide equal opportunity in employment for all persons in its workforce, or being recruited for its workforce, and to prohibit discrimination in all aspects of its personnel policies, program practices and operations, and in all its working conditions.

**The Role of the EEO Counselor**

Counselors serve as liaisons between the employee and management, in the informal complaint processing stage.

The counselor is neither an advocate of management nor of the employee.

* Meets with complainant and handles informal alleged incident or personnel action.
* Advises employees of EEO rights under the law.
* Seeks out facts relevant to complaints to resolve issues.
* Reviews agency records to secure facts.
* Interviews parties to the complaint.
* Attempts a common ground resolution of the issue after talking with employees, their representatives (if applicable), and management officials.

**CONTACT AN EQUAL EMPLOYMENT OPPORTUNITY DIVERSITY MANAGER**

To speak with an Equal Employment Opportunity Counselor or to file a complaint, call us at (240) 961-8179.

**Headquarters EEO Counseling Services:**

For Headquarters EEO Counseling services, please contact the main phone line for the Office of Civil Rights and Diversity at **(202) 586-2218**, or email the Office of Civil Rights and Diversity at **civilrights@hq.doe.gov**.