



## Equal Employment Opportunity Complaint Process

Directors, managers and supervisors are responsible for ensuring that the work environment is free from discrimination based on the following protected classes: race, color, religion, sex (including sexual harassment), national origin, age (40 and older), disability (mental or physical), or reprisal against individuals engaged in EEO activity.

Employees and/or applicants who believe they have been discriminated against based on the above protected classes must contact the EEOP **within 45 days** of the date the alleged discriminatory act occurred or within 45 days of the effective date of an alleged discriminatory personnel action. Prior to filing a formal complaint, aggrieved persons who believe they have been discriminated against will be assigned an EEO Counselor for informal pre-complaint counseling.

As an alternative to traditional EEO counseling, parties may choose to participate in the **Collaborative Resolution Program**, which offers informal, neutral, voluntary, and confidential methods for early dispute resolution.

For more information, please contact EEOP at (703) 699-1805, (DSN) 499-1805 or [diversity@whs.mil](mailto:diversity@whs.mil).

