MARINE CORPS INSTALLATION PACIFIC MCB HAWAII

Equal Employment Opportunity Program

EEO Specialist
Ms. R. "JAMIE" Collins
EEO Specialist/Counselor
DON ADR Mediator
Phone: (808) 257-1349
renee.collins@usmc.mil or
MCBBUTLERCHROEEO@usmc.mil
Bldg 272, Rm 107

If you or someone you know has been a victim of discrimination or sexual harassment, please contact the EEO Office to speak with a Counselor.

MCB HAWAII

SPECIAL EVENTS & OBSERVANCES

Dr. Martin Luther King, Jr. Annual Holiday
January

National African-American History Month
February

National Women's History Month
March

Holocaust Remembrance Day
April

Asian/Pacific American Heritage Month
May

Cinco de Mayo
May

Gay and Lesbian Pride Month
June

Women's Equality Day
August 26

National Hispanic Heritage Month
September 15-October 15

National Disability Awareness Month
October

Native American Indian Heritage Month
November

Alternative Dispute Resolution (ADR)

What is ADR?
Any procedure which is used in lieu of a formal process or litigation to resolve conflicts and issues in controversy.

ADR services are available for civilian employees to resolve workplace disputes at the earliest stages of concerns, informal/formal EEO complaints, Administrative Grievances, ULPs, appropriate workplace cases, and disputes.

Why use ADR?

1) It increases the parties control over the results
2) It reduces the cost of resolution
3) It works

Role of a Mediator

- Facilitate communication/negotiation
- Promote self-determination of parties
- Do not act as a Judge or make outcome decisions

For more information about ADR please visit:

http://www.adr.gov

Get the Facts!

Equal Employment Opportunity Program

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on **race, color, religion, sex, and national origin**. Pregnancy discrimination is a form of sex discrimination.

Federal Laws that prohibit employment discrimination

Age: The Age Discrimination Employment Act of 1967 protects applicants and employees 40 years of age or older from discrimination based on age.

Disability: The Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and Americans with Disabilities Amendment Act of 2008 protect qualified individuals from discrimination on the basis of disability (mental or physical). Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations when the individual has requested the accommodation.

Genetics: Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information.

Reprisal: All of these Federal Laws prohibit retaliating against a person who files a charge of discrimination, participates in discrimination proceeding or otherwise opposes an unlawful employment practice.

What about Sexual Harassment?

Sexual Harassment is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of the conduct by an individual is used as a ,basis for employment decisions affecting such individual, or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Who is eligible to file an EEO complaint through the federal EEO process?

All current and former federal employees and applicants, Appropriated and Non-appropriated.

How long does a person have to file an EEO complaint?

A person has 45 days to make EEO contact from the time they became aware of the discriminatory event.

What will happen when I see the EEO Counselor?

At your first meeting, you will be asked for information regarding the alleged discriminatory actions. The counselor must advise you in writing of your rights and responsibilities, and will explain the EEO process, including informal and formal resolutions.

Do EEO Counselors represent me or my management?

NO, EEO counselors are neutral parties in the EEO Process and provide complaint's processing at the informal stage in an attempt to resolve matters.

Where can I go to find more information about Equal Employment Opportunity Laws and Regulations?

http://www.eeoc.gov