

FEDERAL RAILROAD ADMINISTRATION

Office of Civil Rights

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EQUAL EMPLOYMENT OPPORTUNITY COUNSELORS

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<u>Policy:</u> It is the policy of FRA to provide equal employment opportunity for all of its employees and applicants for employment in every aspect of their employment and working conditions.	Important aspects of an effective equal employment opportunity program are a vigorous affirmative action program and a discrimination processing system that facilitates the early informal resolution of complaints raised. This table provides specific information on how the administrative EEO process works.	Complaints of discrimination may be filed by any employee or applicant for a job who believes he/she has been discriminated against on the basis of:	<u>Basis</u> Race Color Religion, National Origin Sex (includes sexual Harassment, sexual orientation) Age (40 and up) Disability (physical & mental) Reprisal Genetic Information
<u>1 Pre-complaint Process:</u> <u>Filing:</u> Complainant (employee or applicant) must contact an EEO Counselor or FRA Office Civil Rights within 45 days of an alleged discriminatory action. (Names of EEO Counselors may be obtained from bulletins boards, the Civil Rights Office. (Please note: EEO Program Manager will assign counselors for all discrimination complaints)	<u>2 Counseling:</u> The EEO Counselor will try to resolve the matter informally within 30 days from the date of the initial interview with the complainant. Counseling may be extended up to 60 additional days , upon agreement of complainant and Civil Rights Office, or if an established Alternative Dispute Resolution (ADR) procedure is utilized.	<u>3. Formal Complaint</u> <u>Process Filing:</u> Complainant may file a formal complaint with the Department Office of Civil Rights (DOCR), within 15 calendar days after the final interview with the EEO Counselor.	<u>4. Acceptance/Dismissal</u> If the complaint is accepted by the DOCR, an investigator will be assigned to collect all relevant information pertaining to the complaint. If portions of the complaints are dismissed, the complainant will be provided, in writing, the reason(s) for dismissal and informed of his/her right to appeal the decision.