



**HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA)
POLICY STATEMENTS ON EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
PROHIBITED DISCRIMINATION AND ANTI-HARASSMENT**

HRSA EEO and Prohibited Discrimination Policy

As HRSA strives to improve community health and achieve health equity, HRSA will continue to foster a work environment free from unlawful discrimination. HRSA will not tolerate employment discrimination on the bases of race, color, religion, national origin, sex, pregnancy, gender identity, sexual orientation, age, disability (physical or mental), genetic information, or retaliation for opposing discriminatory practices or participating in the discrimination complaint process. This applies to all terms and conditions of employment, including recruitment, hiring, promotions, transfers, reassignments, training, career development, benefits, and separation. In addition, HRSA will provide reasonable accommodation to qualified individuals with disabilities and accommodations for religious practices in accordance with applicable laws and procedures.

HRSA's Office of Civil Rights, Diversity and Inclusion (CRDI) is responsible for administering an impartial and effective complaints management process to address and resolve complaints of employment discrimination at the earliest possible stage. Employees may report allegations of discrimination to CRDI at (301) 443-5636. The regulations governing the Federal Equal Employment Opportunity (EEO) complaint process are found in Title 29 of the Code of Federal Regulations (C.F.R.) Part 1614. Employees seeking redress under this process must contact an EEO counselor in person, by phone, by email, or in writing within **45 calendar days** of the date of the alleged incident, or they may raise discrimination issues through the Administrative Grievance Process, as appropriate. Employees may also report allegations to their immediate supervisor or a management official in their chain of command. While a discrimination allegation may be raised through these additional avenues, it does not constitute initiation of an EEO complaint with an EEO Counselor through the Federal sector EEO complaint process, and it does not extend the 45-day time limit to initiate an EEO complaint with CRDI. Managers and supervisors at all levels share, with CRDI, the responsibility to ensure equal employment opportunity. Managers and supervisors will be held accountable for achieving HRSA's adherence to this policy.

While political affiliation, status as a parent, marital status, military service or any other non-merit based factors are not listed as protected bases under Title VII of the Civil Rights Act of 1964, discrimination on these bases is covered under HHS policy and strictly prohibited by HRSA. If a complaint is filed under one of the aforementioned bases, the DHHS EEO Office will issue a Final Agency Decision on the merits of the claim within 60 days of its receipt of the complaint file. Complaints filed solely on these bases will not proceed to the U.S. Equal Employment Opportunity Commission. Other avenues of redress available to raise a claim of discrimination based on these bases include the Administrative Grievance Procedure. Employees may file either an EEO complaint or a Grievance, but not both.

HRSA Anti-Harassment Policy

HRSA has a zero tolerance for workplace harassment, including sexual harassment, and other forms of harassment based on race, color, religion, national origin, sex, pregnancy, gender identity, parental status, sexual orientation, age, disability (physical or mental), and genetic information.

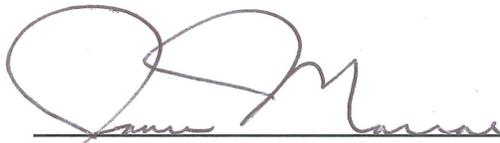
Workplace harassment is defined as any unwelcome, hostile, or offensive conduct that interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment. Harassment by or against HRSA employees, applicants, contract employees, clients, customers, and anyone doing business with HRSA is prohibited.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of one's employment, or (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or (3) such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

Both supervisors and employees bear responsibility in maintaining a work environment free from workplace and sexual harassment. Employees should immediately report such conduct to their supervisor, another management official, Office of Human Resources (OHR) or CRDI. Harassment claims will be handled confidentially to the greatest extent possible. If an employee brings an issue of harassment to a supervisor's attention, the supervisor must promptly consult with an OHR Labor and Employee Relations (LER) Specialist and investigate the matter, and take appropriate and effective corrective action, as necessary. Allegations of discrimination and harassment will be taken seriously and appropriate corrective action, up to and including termination, will be taken if allegations are substantiated.

HRSA will not tolerate retaliation against any employee for reporting matters under this policy or procedure, or for assisting in any inquiry about such a report. Supervisors are strongly encouraged to seek guidance from CRDI staff, Human Resources staff, or the Office of the General Counsel when addressing issues of discrimination, retaliation, or harassment.

5/6/2016
Date


James Macrae, Acting Administrator

APPENDIX

Related Laws, Executive Orders, and Resources:

Title VII of the Civil Rights Act of 1964: <http://www.eeoc.gov/laws/statutes/titlevii.cfm>

Rehabilitation Act of 1973, as amended: <http://www.eeoc.gov/laws/statutes/rehab.cfm>

Age Discrimination in Employment Act of 1967, as amended:

<http://www.eeoc.gov/laws/types/age.cfm>

Equal Pay Act of 1963, as amended: <http://www.eeoc.gov/laws/statutes/epa.cfm>

Guidelines on Religious Exercise and Religious Expression in the Federal Workplace:

<http://www.eeoc.gov/laws/types/religion.cfm>

Pregnancy Discrimination Act of 1978: <http://www.eeoc.gov/laws/statutes/pregnancy.cfm>

Genetic Information Nondiscrimination Act of 2008:

<http://www.eeoc.gov/laws/statutes/gina.cfm>

Executive Order 13152, as amended by Executive Order 11478:

<http://www.archives.gov/federal-register/codification/executive-order/11478.html>

Executive Order 11478, as amended by Executive Order 13087:

<http://www.eeoc.gov/federal/otherprotections.cfm>

U.S. Office of Special Counsel: <http://www.osc.gov>

HHS Statement on Rights of Lesbian, Gay, Bisexual, and Transgender (LGBT) Individuals:

<http://www.hhs.gov/about/news/2014/06/03/hhs-secretary-sebelius-statement-observing-lgbt-pride-month.html>