The mission of the Equal Opportunity Division is to advocate for Ohio's minority and socially disadvantaged businesses, align them with state government contracts and procurement opportunities and to oversee and monitor the administration of Ohio's Equal Employment Opportunity (EEO) programs.

Ohio Department of Administrative Services
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The State of Ohio is an equal opportunity employer and provider of ADA services. *Revised 9.8.2011*

State Employees & State Job Applicants

Know Your Rights

State of Ohio employees and applicants are guaranteed the following rights:

- The **RIGHT** to freedom from discrimination in employment.
- The **RIGHT** to equal opportunity in hiring, promotion, transfer, recruitment, layoff, rate of compensation, training and all other aspects of the employment process.
- The **RIGHT** to file a complaint if you believe discrimination has occurred.

The Ohio Department of Administrative Services' Equal Opportunity Division is charged with upholding these rights for all state employees and applicants.

Discrimination is unlawful

Employment discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, veteran or military status, sexual orientation and genetic information is prohibited by law.

What is employment discrimination?

Employment discrimination includes practices such as bias in hiring, discharging, compensation or terms, privileges and conditions of employment.*

What is unlawful harassment?

"Unlawful harassment is conduct that is so objectively offensive as to alter the 'conditions' of the victim's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment."*

Do you have a discrimination complaint?

Discrimination can exist in many forms.

Determining whether you have a valid discrimination complaint is at times difficult. Answering the following questions should assist you:

Do you believe that the action taken against you occurred because of your:

- Race, color or religion?
- National origin or ancestry?
- Disability?
- Age?
- Sexual orientation?
- Gender or sex?
- Veteran or military status?
- Genetic information

**Source: Vicarious Liability for Supervisors, Unlawful Harassment by Supervisors, EEOC Number 915.002.*

Where to go for guidance:

If you believe you may have been subject to discrimination, you can file your allegation with one or all of the following enforcement agencies:

Agency EEO Officer

The EEO officer's function is to work with the employer to proactively address problems, process and investigate discrimination complaints, and inform agency leaders of the latest EEO rules and regulations.

Because a state agency's EEO officer serves as a liaison between the agency and the Ohio Department of Administrative Services' Equal Opportunity Division, the officer will forward your internal discrimination complaint to the DAS Equal opportunity Division.

DAS Equal Opportunity Division

You also may file a complaint of discrimination or discriminatory harassment directly with the DAS Equal Opportunity Division's Affirmative Action/Equal Employment Opportunity Unit, which works to ensure fair treatment for **all executive agency state employees and job applicants**.

The DAS Equal Opportunity Division provides leadership and guidance for equal employment opportunity programs in all state agencies under the jurisdiction of the governor. The division assists agencies in fostering equitable work environments by monitoring each department to determine and heighten the degree of compliance with equal employment opportunity law.

For more information or to file a complaint online:

Ohio Department of Administrative Services
Equal Opportunity Division, AA/EEO Unit
Website: www.das.ohio.gov/eod/aaeeo
Phone: 614.466.8380

Other Enforcement Agencies

State employees also may contact the Ohio Civil Rights Commission and/or the U.S. Equal Employment Opportunity Commission. Both Agencies process discrimination complaints from government employees and private sector employees.

Filing deadlines are important:

If you plan to file a discrimination complaint, deadlines are important.

DAS Equal Opportunity Division: You, as the complainant, must file the claim within 30 days of the alleged discriminatory incident. The complaint may be filed with the agency EEO officer or with the DAS Equal Opportunity Division. For more information, visit: das.ohio.gov/eod.

Ohio Civil Rights Commission: You, as the complainant, must file the claim within 6 months of the alleged discriminatory incident. For more information, visit: crc.ohio.gov.

U.S. Equal Employment Opportunity Commission: You, as the complainant, must file the claim within 300 days of the alleged discriminatory incident. For more information, visit: eeoc.gov/.