
The mission of the Equal Opportunity Division (EOD) is to serve, support, and find solutions for Ohioans by ensuring equal opportunity to and fair treatment in government contracting and state employment. EOD strives to achieve its mission, in part, by implementing and enforcing the state's affirmative action and equal employment opportunity policies.

We ensure the State of Ohio remains a diverse, inclusive, and equal opportunity employer.



Ohio Department of Administrative Services
Mike DeWine, Governor
Matthew M. Damschroder, Director

Equal Opportunity Division
Todd McGonigle, Acting Deputy Director
State EEO Coordinator

**Equal Opportunity Division
Affirmative Action /
Equal Employment Opportunity Unit**
4200 Surface Rd.
Columbus, Ohio 43228
Telephone: 614-466-8380
Fax: 614-728-5628
Email: das-eod.aaeeo@das.ohio.gov

Visit us online at:
www.das.ohio.gov/eod

*The State of Ohio is an equal opportunity employer.
Revised 1.31.2019*

State Employees and State Job Applicants

Know Your Rights

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

- The **RIGHT** to freedom from discrimination, harassment, and/or retaliation at work.
- The **RIGHT** to equal access to opportunities at work.
- The **RIGHT** to file a complaint if you believe discrimination, harassment, and/or retaliation has occurred.

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

State of Ohio EEO Policy:

It is the policy of the State of Ohio to prohibit discrimination, harassment, and retaliation of applicants and employees in the making of employment-related decisions due to:

- **Race**
- **Color**
- **Religion**
- **Sex/gender**
- **National origin** (ancestry)
- **Disability**
- **Age** (40 years of age or older)
- **Genetic information***
- **Sexual orientation**
- **Military status^**
- **Gender identity or expression**
- **Caregiver status°** (status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent)

What is employment discrimination?

Discrimination occurs when an employment action is taken based on the employee or applicant's status as a member of a protected class. There are two forms of discrimination:

- Disparate Treatment – Disparate treatment occurs when an employer intentionally treats an employee differently because of their protected class.
- Disparate Impact – Disparate impact occurs when an employment policy, although neutral on its face, unfairly impacts persons in a protected class.

What is an “employment action”?

Employment-related decisions including, but not limited to hiring, layoff, transfer, termination, promotion, demotion, discipline, rate of compensation, eligibility for in-service training programs, and/or the terms and conditions of employment (work environment), cannot be based on the employee or applicant's status as a member of a protected class.

What is harassment?

Unwelcome conduct based on a protected class, such as race, sex, religion, etc. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment (quid pro quo), or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive (hostile work environment). Harassment can be verbal and/or physical and can include name calling, slurs, jokes, gestures, leering, stalking, grabbing, and/or assault. This is not an exhaustive list of all harassing behaviors.

What is retaliation?

The act of punishing an employee or applicant for asserting their rights to be free from employment discrimination or harassment under EEO laws or policy. This includes retaliation against an individual whom requested an accommodation; filed, testified, or participated in a discrimination investigation, proceeding, or lawsuit; or opposed employment practices that they reasonably believed discriminate against individuals.

Note to managers and supervisors:

Managers and supervisors may be subject to personal liability for acts of discrimination, harassment, and/or retaliation that occur under their authority and may be responsible for providing their own legal defense.

Consequences of violation:

Discrimination, harassment, and retaliation will not be tolerated under state EEO policy. Such conduct is subject to discipline, up to and including termination.

Where to go for guidance or to report an incident:

If you want to report an incidence or have questions about state EEO policy, your agency's EEO policy, your rights, or where to file a complaint, you can contact your agency EEO officer, your supervisor or HR representative, and/or DAS Equal Opportunity Division.

Where to file a formal complaint?

If you believe you may have been subject to discrimination, harassment, and/or retaliation you can file your complaint with any or all the following enforcement agencies. Remember filing deadlines are important:

- **DAS Equal Opportunity Division:**
Within thirty (30) days of the incident, you may file with the DAS Equal Opportunity Division.
Website: <http://www.das.ohio.gov/eod/aaeeo>
Phone: (614) 466-8380
- **Ohio Civil Rights Commission:**
Within six (6) months of the incident, you may file with OCRC.* °
Website: <http://www.crc.ohio.gov>
Phone: (614) 466-7742
- **U.S. Equal Employment Opportunity Commission:**
Within three-hundred (300) days of the incident, you may file with EEOC.^ °
Website: <http://www.eeoc.gov>
Phone: (800) 669-4000

*Genetic Information is not a protected class covered by OCRC

^Military status is not a protected class covered by EEOC.

°Caregiver status is not a protected class covered by OCRC or EEOC.