

UNITED STATES MINT



DISCRIMINATION COMPLAINT PROCESS (29 CFR 1614)

DISCRIMINATION COMPLAINT PROCESS

Any United States Mint employee, or applicant for employment, who believes they have been discriminated against based on race, color, religion, age (40+), national origin, sex (to include pregnancy), mental or physical disability, protected genetic information or reprisal for prior EEO activity.

REPRISAL

Reprisal, otherwise known as retaliation, is the taking of any adverse action against an individual because of prior protected activity.

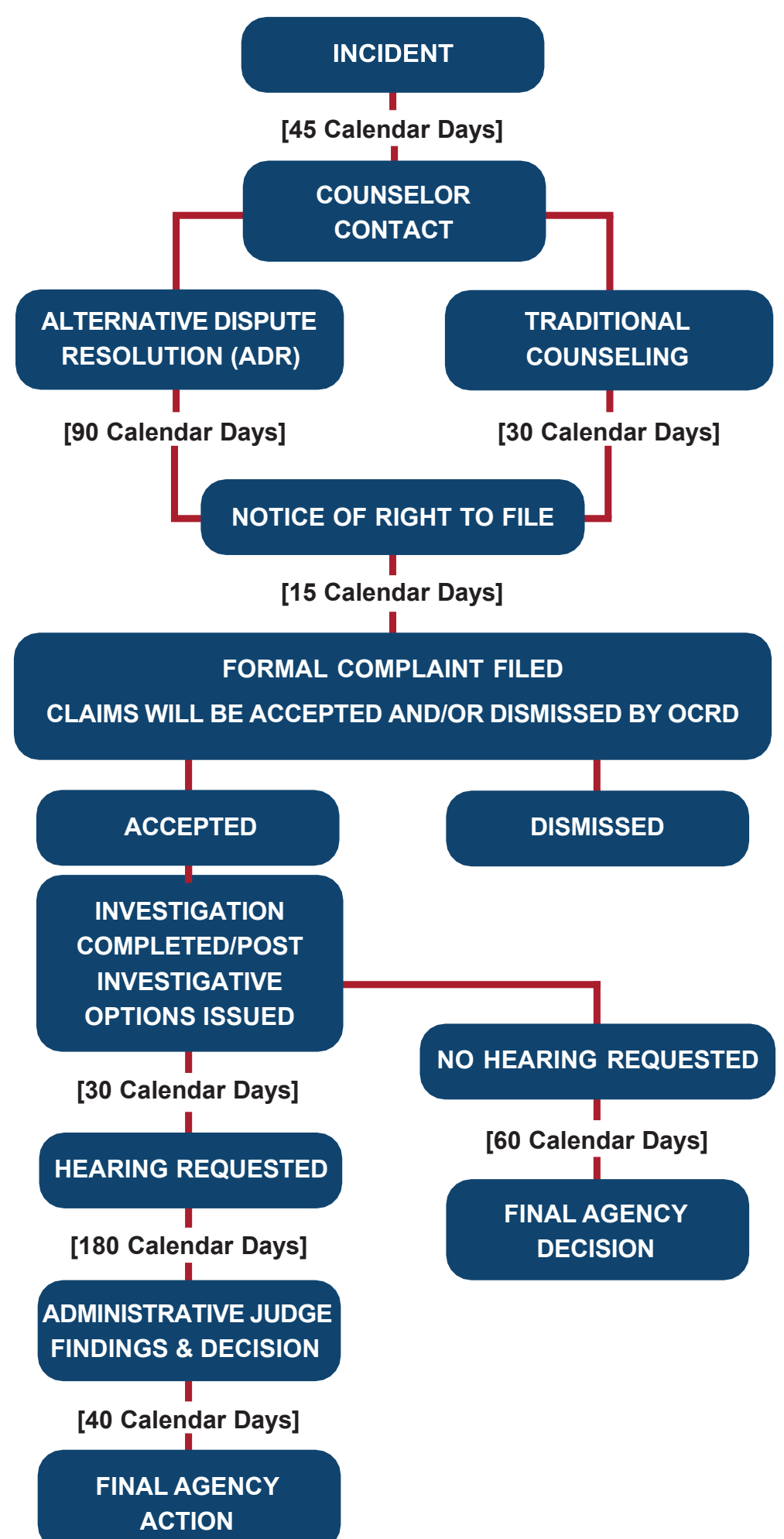
Protected activity includes participating in the EEO complaint process as an aggrieved individual or witness, participating in an investigation, proceeding or lawsuit under Title VII, requesting a reasonable accommodation or opposing employment practices believed to be discriminatory against individuals in violation of Title VII.

IF YOU BELIEVE, DISCRIMINATION HAS OCCURRED

You must contact the Office of Equal Employment Opportunity (OEEO) within **45 calendar days** of the alleged discriminatory event, or when you first became aware of the alleged discrimination, or the effective date of a personnel action. To initiate a complaint of discrimination; please submit a request via email to ComplaintsManager@usmint.treas.gov. To contact the OEEO for all other matters, please email us at OEEO@usmint.treas.gov.

Formal complaints must be filed with:

Department of the Treasury
Office of Civil Rights and Equal Employment Opportunity (OCRE)
1500 Pennsylvania Avenue NW
Washington, DC 20220



UNITED STATES MINT



OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY (OEEO)

Know Your Rights

As US Mint employees and applicants for employment, you have the right to freedom from discrimination and to equal opportunity in employment actions including recruitment, promotion, separation, learning and career development, benefits and transfers.

WHAT IS EMPLOYMENT DISCRIMINATION?

Employment discrimination is when an employer intentionally treats one employee differently than similarly situated coworkers due to the employee's: race, color, religion, age (40+), national origin, sex (to include pregnancy) mental or physical disability, information or reprisal for prior EEO activity.

IT IS UNLAWFUL FOR AN EMPLOYER TO DISCRIMINATE AGAINST ITS EMPLOYEES ON THESE BASES.

WHO MAY FILE A COMPLAINT?

Any Mint employee, former employee or applicant for employment who believes they may have been discriminated against based upon any of the bases listed.

HOW DO I FILE AN EEO COMPLAINT?

To file an EEO complaint you must contact the Office of Equal Employment Opportunity (OEEO) within **45 calendar days** of the alleged act of discrimination, or the date you became aware of the discriminatory event. To initiate a complaint of discrimination, please submit a request via email at **ComplaintsManager@usmint.treas.gov**. To contact OEEO for all other matters, please email at **OEEO@usmint.treas.gov**.

HOW DO I FILE AN ANTI-HARASSMENT COMPLAINT?

To file an Anti-Harassment complaint, you must contact the Human Capital Directorate promptly at **Anti-Harassment@usmint.treas.gov**.

WHAT IS HARASSMENT?

Harassment is hostile or abusive physical or verbal conduct based on protected groups: race, color, sex (including pregnancy), national origin, religion, parental status, protected genetic information, disability, age, protected EEO or whistleblower activity, marital status, political affiliation or veteran's status.

Unlawful harassment is intimidation, ridicule, insult, or other unwelcome physical or verbal conduct based on a person's protected group where:

- (1) Such conduct by a supervisor results in a tangible employment action – harm to your job, pay or career; or
- (2) The conduct is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the employee's employment, unreasonably interferes with work performance, or otherwise creates a hostile work environment (i.e., one that is intimidating or offensive to a reasonable person).

Sexual harassment is unwelcome advances or gestures, requests for favors, or other verbal or physical conduct that are sexual in nature when:

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

Common occurrences such as workplace changes, restructuring, direction to perform work, instruction to comport with professional behavior, and providing performance feedback (including issuing performance appraisals) are unlikely to rise to the level of harassment. Similarly, petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of unlawful harassment. It is important to note that while not all harassment may rise to the level of being unlawful, it may still serve as the basis for review and corrective action in accordance with this Directive.