



# US ARMY GARRISON

Fort Lee, Virginia

EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE  
NEWS BULLETIN



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**BEFORE YOU TELL IT TO EEO:** Attempt to resolve wrongs, violation of law, regulation, or policy at lowest level before you contact the EEO Office.

**FUNCTIONS OF EEO:** Compliance & Program Evaluation, Advisory Services, Complaint Processing, Training & Education, Affirmative Employment Program, and Special Employment Programs

### EEO Laws: What Do they Cover?

There are four different laws under which federal employees and applicants can file EEO complaints.

1. Title VII of the Civil Rights Act of 1964 prohibits discrimination Based on race, color, sex, religion and national origin.
2. The Age Discrimination in Employment Act (ADEA) of 1967 Protects Individuals 40 years of age or older from discrimination Based on age.
3. The Rehabilitation Act of 1973, which incorporates the Provisions of the American with Disabilities Act of 1990, prohibits Discrimination based on mental or physical disability.
4. The Equal Pay Act (EPA) of 1963 prohibits sex-based wage discrimination.

There are related laws such as the Civil Rights Act of 1991, which, provides for compensatory damages in EEO cases (except for age Discrimination under the ADEA and equal pay under the EPA); the Pregnancy Discrimination Act of 1975; and the Notification and Federal Employee Antidiscrimination and Retaliation Act of (NOFEAR) 2002.

### Retaliation (Reprisal) Defined:

Discrimination based on a person's prior **EEO** activity, including (1) opposing any practice made unlawful by the applicable statutes: or (2) participating in any stage of administrative or judicial proceeding under these statutes.

### EEO Thought...



Follow the three Rs:  
Respect for Self  
Respect for Others and  
Responsibility for all your actions.  
- The Dalai Lama

**Do the Right Thing!**



### Four Steps to Dealing with Diversity

As the world grows smaller, functioning in a diverse work environment will be as much a part of our jobs as filing or computing. The key to dealing successfully with diversity is open, honest communication. In a diverse workplace, we should all feel free to be ourselves –while treating others with respect. We should be able to tell each other when something bothers us—without overreacting. Relationships, especially in business, grow stronger with discussion and compromise. We can all work together more effectively by following these four easy steps:

- *Understand and respect individual differences.* Keep an open mind toward others who are different from you. Remember that not everyone sees things the same way you do.
- *Be assertive.* Let other people know how you want to be treated, and don't be afraid to speak up if another's actions make you feel uncomfortable. How will people know that you find a particular expression or behavior offensive unless you tell them? And, if someone has the courage and sensitivity to tell you how you've offended them, don't get defensive—be thankful. The only way you can correct the situation is through honest communication. Don't say, "That's not what I meant! What's the matter with you?" Say, I'm sorry you heard it that way. That's really not what I meant. Can I clarify and tell you what I did mean?
- *Learn how others want you to treat them.* Use the New Golden Rule (sometimes called the Platinum Rule): Treat others the way they would like to be treated. If you are confused about to pronounce an unfamiliar name, or whether a person would rather be called Black or African-American, ASK. Your question will not only help you learn how to avoid misunderstandings and conflict but also will communicate a respect that will strengthen your relationships.
- *Act as a force for change.* Everyone is responsible for workplace behavior. If you encounter an example of discrimination or prejudice, speak up. Tell the people involved why you think the behavior was inappropriate. You may not be able to change attitudes overnight, but you can change behavior, and that is the first step.

From Handling Diversity in the Workplace: Communication is the Key, Kay Dupont, 1997.

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