

Five Responsibilities under the Federal Discrimination Laws

Information provided by the EEOC (<https://www.eeoc.gov/>)

Managers/ Supervisors have five basic responsibilities under the federal discrimination laws:

1 - Don't Discriminate

Any decisions managers/supervisors make about other employees, such as hiring, firing, scheduling, or assigning work tasks, should not be made because of a person's race, skin color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), genetic information or any other Protected Characteristic.

Managers/supervisors also may not harass an employee for any of these reasons.

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2 - Grant Requests for Workplace Changes

Managers/supervisors may be asked to make changes to the workplace or to workplace rules because of a person's religious beliefs or disability.

Please reach out to Human Resources to coordinate accommodation requests.

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3 - Report Discrimination

Managers/supervisors have a duty to bring any incidents of harassment, discrimination and/or retaliation to the attention of Human Resources. As a manager, you must act immediately to correct the situation.

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4 - Keep Employee Genetic and Medical Information Private

The laws enforced by EEOC strictly limit when Managers/Supervisors can ask an employee about their medical condition or genetic information. In general, Managers/Supervisors should not ask employees for this information. There are very limited exceptions to these rules.

In addition, in general, the laws enforced by EEOC require that you keep an employee's genetic information and medical information private. This means that you should not discuss this information with others in the workplace, in most instances. There are very limited exceptions to the confidentiality requirements in the laws enforced by EEOC.

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5 - Don't Punish Employees for Reporting Discrimination

Employees have a right to complain about treatment that they believe is illegal discrimination. You cannot punish employees, treat them differently, or harass them because they report discrimination or help someone else report discrimination, even if it turns out that the conduct was not illegal.