

HOW DO I FILE A CLAIM?

If you believe that you have experienced ancestry/national origin discrimination, you should first contact the EEO representative in your agency.

Complaints must be filed in writing within 30 days after you learned of the alleged violation.

If you have questions or concerns, please contact your EEO Office or the Office of the Statewide EEO Coordinator at (410) 767-3800.



SAFE AND CONFIDENTIAL

All investigations into your complaint are strictly confidential. Your information will only be discussed with pertinent individuals who need to know for purposes of investigation and resolution.

If you file a claim or pursue a complaint, oppose discrimination, or participate in an investigation, Maryland law protects you against retaliation by your employer.

It's important to understand that retaliation is not just limited to firing. It includes other adverse actions such as harassment, demotion, and unjustified negative evaluations.

ADDITIONAL FILING INFO.

In addition to filing an initial claim with your agency's EEO Office, you may file a claim with any of the following agencies:

1. Office of the Statewide EEO Coordinator (OSEEOC). Within 10 days after your agency renders a decision on your EEO claim, you may file an appeal with the OSEEOC at:

301 West Preston Street
Suite #607
Baltimore, MD 21201
Phone: (410) 767-3800
Fax: (410) 333-5004
<http://www.dbm.maryland.gov>

2. Maryland Commission on Human Relations (MCHR):

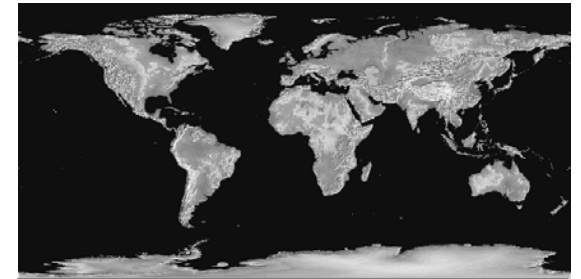
William Donald Schaefer Tower
6 Saint Paul Street, Suite 900
Baltimore, MD 21202
Phone: (410) 767-8600
Fax: (410) 333-1841

3. Equal Employment Opportunity Commission (EEOC):

U.S. Equal Employment Opportunity
Commission
10 South Howard Street, 3rd Floor
Baltimore, Maryland 21201
410-962-3932
1-800-669-4000

ANCESTRY & NATIONAL ORIGIN DISCRIMINATION

Protections for State Employees



State of Maryland
Department of Budget and Management
Office of the Statewide EEO Coordinator

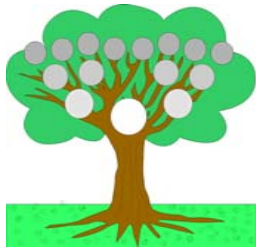
Governor Martin O'Malley
DBM Secretary T. Eloise Foster
Statewide EEO Coordinator
Glynis Watford



Office of the Statewide Equal Employment
Opportunity Coordinator (OSEEOC)

DEFINING ANCESTRY & NATIONAL ORIGIN DISCRIMINATION:

Only an individual's merit and fitness should be taken into account in employment-related decisions. As a state employee, you are protected from unfair treatment because of your birthplace, ethnicity, or lineage.



The following examples illustrate the three main types of ancestry/national origin discrimination:

Disparate treatment:

- Refusing to promote an employee because of his or her foreign accent, provided that the accent doesn't interfere with job performance

Harassment:

- Making disparaging remarks about an employee's national origin to the extent that it creates a hostile work environment.

Adverse Impact:

Having a neutral employment policy that unintentionally screens out certain applicants of a particular national origin

YOUR RIGHTS:

Whether you're from Colombia, Nigeria, Saudi Arabia, or any other nation, under both federal and state law, you have a right to be free from employment discrimination on the basis of your ancestry/national origin.

Maryland Law:

Ancestry/national origin discrimination is prohibited by the State's Anti-Discrimination laws, State Government Title 20 and *State Personnel and Pensions Article §2-302*), and also by the Code of Fair Employment Practices (*Executive Order 01.01.2007.16*).

Federal Law:

Title VII of the *Civil Rights Act of 1964* not only bars discrimination on the basis of your ancestry/national origin, but it offers a host of additional, specific protections as well:

Language

- **Accent discrimination** – an employer cannot “base a decision on an employee's foreign accent unless the accent considerably interferes with job performance”
- **English fluency** – can only be required if it is necessary for effective job performance
- **English-only rules** – may only be adopted for safety reasons or for the purpose of a business's efficient operation

Foreign Nationals

You're still protected from discrimination even if you don't have American citizenship. You only need to have proper work authorization to receive full protection under the law.



HOW AM I PROTECTED?

It is **illegal** to discriminate on the basis of ancestry/national origin in regards to:

- recruitment
- hiring
- transferring
- dismissal
- discipline
- work conditions
- promotions
- training
- advertisement
- retirement
- assignment
- performance evaluations

FIGHT DISCRIMINATION:

If you or someone you know is being discriminated against, you can take the following actions:

1. Speak to the harasser. S/he might not know that his or her behavior is offensive. Also, be sure to document the incident(s) thoroughly—date, time, exact words said, and, if applicable, witnesses.
2. Speak to your supervisor. S/he may have to report your information to the EEO Office.
3. Speak to your agency's EEO Office directly.
4. File a claim with the EEO Office.