

## HOW DO I FILE A CLAIM?

If you believe that you are experiencing or have experienced race/color 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

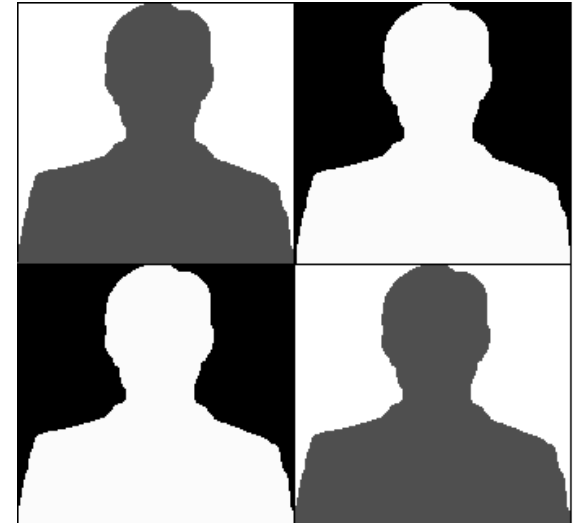
3. Equal Employment Opportunity Commission (EEOC):

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

## **RACE/COLOR DISCRIMINATION**

### **Protections for State Employees**

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

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



Office of the Statewide Equal Employment  
Opportunity Coordinator (OSEEOC)

## DEFINING DISCRIMINATION:

**Race/color** discrimination is the *unfair* treatment of a person because of his or her racial group or perceived racial group, his or her race-linked characteristics (e.g., hair texture, color, facial features) or his or her marriage to or association with someone of a particular race or color.



Image Source: [www.brinkshofer.com/img/careers/hands.jpg](http://www.brinkshofer.com/img/careers/hands.jpg)

## TYPES OF DISCRIMINATION:

The following examples illustrate some types of race/color discrimination:

- Soliciting job applications only from a geographic area where the majority of acceptable applicants are from the same racial group
- Categorizing employees so that only one particular racial group is able perform a position or perform a specific task, thereby excluding other racial groups
- Making racial jokes, ethnic slurs, or other derogatory comments to the extent that it creates a hostile work environment

## YOU ARE PROTECTED:

No matter what race or color you consider yourself, you're fully protected from employment discrimination.

It is also unlawful to make an employment decision based on stereotypes, assumptions about abilities, traits, or the performance of individuals of certain racial groups.

## LEGAL BACKGROUND:

### **Maryland Law:**

Discrimination on the basis of race/color is prohibited by Maryland's Anti-Discrimination law State Government Title 20 and *State Personnel and Pensions Article §2-302*), and also by Maryland's Code of Fair Employment Practices (*Executive Order 01.01.2007.16*).

Only an individual's merit and fitness should be taken into account in employment-related decisions.



## HOW AM I PROTECTED?

It is **illegal** to discriminate on the basis of race/color in regard 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.