

## 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 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 Civil Rights (MCCR):

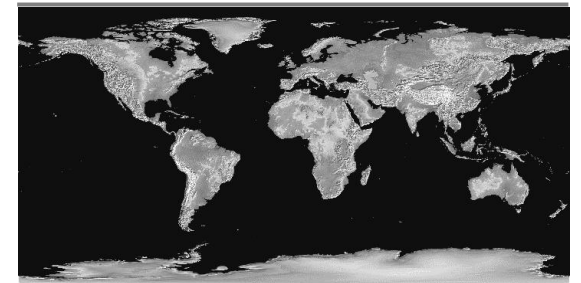
William Donald Schaefer Tower  
6 Saint Paul Street, Suite 900  
Baltimore, MD 21202  
Phone: (410) 767-8600  
Fax: (410) 333-1841

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

Governor Lawrence J. Hogan, Jr.  
DBM Secretary David R. Brinkley

Statewide EEO Coordinator  
Glynis Watford



## **ANCESTRY & NATIONAL ORIGIN DISCRIMINATION**

**Office of the Statewide  
Equal Employment Opportunity  
Coordinator (OSEEOC)**

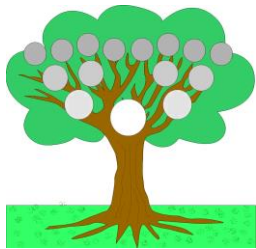


Office of the Statewide Equal Employment  
Opportunity Coordinator (OSEEOC)

## DEFINING ANCESTRY & NATIONAL ORIGIN DISCRIMINATION:

Maryland Law defines Ancestry and National Origin discrimination as unfair treatment because of your birthplace, ethnicity, or lineage.

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



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 nationality, 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:**

Protections are derived from Maryland's Anti-Discrimination law State Government Article 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).

### **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.