



State Employees and State Job Applicants

# Know Your Rights

## State of Ohio Employees and Applicants are Guaranteed:

- **FREEDOM** from discrimination, harassment, or retaliation at work.
- **EQUAL ACCESS** to opportunities at work.
- The right to **FILE a COMPLAINT** if you experience discrimination, harassment, or retaliation.

**The Equal Opportunity Division safeguards equal opportunity and fair treatment in State government contracting and employment. It is charged with upholding these rights for all State employees and applicants.**

## State of Ohio EEO Policy:

The State of Ohio is an equal opportunity employer that promotes diversity, inclusion and workplaces free from discrimination, harassment, or retaliation due to:

- Race
- Color
- Religion
- Sex/gender
- National origin (ancestry)
- Disability
- Age (40 years of age or older)
- Genetic information
- Sexual orientation
- Military status
- Gender identity or expression
- Parental status as a parent during pregnancy and immediately after the birth of a child
- Parental status as a parent of a young child
- Parental status as a foster parent

## What is Employment Discrimination?

Discrimination occurs when an employment action is taken based on your status as a member of a protected class.

There are two forms of discrimination:

- **Disparate Treatment** - an employer intentionally treats you differently because of your protected class.
- **Disparate Impact** - an employment policy that, though neutral on its face, unfairly impacts a protected class.

## What is an “Employment Action”?

Employers cannot make decisions based on your status as a member of a protected class. Such employment actions could include decisions related to your hiring, layoff, transfer, termination, promotion, demotion, discipline, rate of pay, eligibility for in-service training programs, or the terms and conditions of employment.

## What is Harassment?

Harassment is unwelcome conduct based on a protected class, such as race, sex, or religion. This behavior is against State EEO policy when you are expected to endure it as a condition of employment (quid pro quo), or it creates an intimidating, hostile, or abusive work environment. Harassing behavior can be verbal or physical and could include name calling, slurs, jokes, gestures, leering, stalking, unwanted physical contact, or assault.

## What is Retaliation?

You cannot be punished for asserting your right to freedom from employment discrimination or harassment under EEO laws or policy. This includes retaliation for requesting an accommodation; filing, testifying, or participating in a discrimination investigation, proceeding, or lawsuit; or opposing discriminatory employment practices.

## What Do I Need to Know as a Manager or Supervisor?

As a manager or supervisor, you may be subject to personal liability for acts of discrimination, harassment, or retaliation that occur under your authority and may be responsible for providing your own legal defense.

## What are the Consequences?

Contact your agency EEO officer, HR representative, supervisor, or the DAS Equal Opportunity Division with questions about State EEO policy or to report an incident.

## Where Can I Go for Guidance or to Report an Incident?

If you want to report an incident or have questions about State EEO policy, your agency’s EEO policy, your rights, or where to file a complaint, you can contact your agency EEO officer, your supervisor or HR representative, and/or the DAS Equal Opportunity Division.

## Where Do I File a Formal Complaint?

Complaints regarding State of Ohio EEO policy may be filed with:

### DAS Equal Opportunity Division

File within 30 days of the incident  
[das.ohio.gov/eod/aeeo](http://das.ohio.gov/eod/aeeo)  
614-466-8380

Complaints regarding EEO law:

### Ohio Civil Rights Commission

File within six months of the incident  
[crc.ohio.gov](http://crc.ohio.gov)  
614-466-7742

### U.S. Equal Employment Opportunity Commission

File within 300 days of the incident  
[eoc.gov](http://eoc.gov)  
800-669-4000

Because the State of Ohio embraces diversity and inclusion, State EEO policy protects more statuses than legally required. Note that the State’s status protections differ from those of the Ohio Civil Rights Commission (OCRC) and U.S. Equal Employment Opportunity Commission (EEOC).

For example:

- The OCRC does not consider genetic information or parental status protected classes.
- The EEOC does not consider military or parental status protected classes.



Department of  
Administrative Services

Ohio Department of Administrative Services  
Mike DeWine, Governor  
Jon Husted, Lt. Governor  
Matthew M. Damschroder, Director

Equal Opportunity Division  
Eric M. Seabrook, Deputy Director  
State EEO Coordinator

[das.ohio.gov/eod](http://das.ohio.gov/eod)

Equal Opportunity Division  
Affirmative Action / Equal Employment  
Opportunity Unit

4200 Surface Rd.  
Columbus, Ohio 43228  
Telephone: 614-466-8380  
Fax: 614-728-5628  
Email: [das-eod.aeeo@das.ohio.gov](mailto:das-eod.aeeo@das.ohio.gov)

