



Equal Employment Opportunity (EEO)

Overview

This course has been designed to provide management and employees with a better understanding of what EEO is and the laws, regulations and policies relating to the fair treatment of employees.

Learning Objectives

- Define EEO
- Identify protected groups
- Define discrimination and the laws and guidelines concerning discrimination
- Apply laws and guidelines through case studies
- Discuss the provisions of federal laws and guidelines

Course Agenda

Module 1: EEO Laws, Regulations, and Guidelines

- EEO Overview
- Federal EEO Laws and Policies
- Departmental Administrative Orders

Module 2: Diversity and Inclusion--Bases of Discrimination

- Types of Discrimination
- Title 2 of GINA
- Hostile Work Environment

Module 3: Reprisal

- 4 elements of Reprisal
- Who is covered by Reprisal
- Methods of Redress

Module 4: Pre-Complaint/Formal Complaint Process and ADR

- EEO Counseling
- Submitting a claim of discrimination or harassment

- Overview of Department of Commerce and NOAA's EEO Complaint Process
- Alternative Dispute Resolution
- EEO ADR and ADR for non-EEO Related Issues

Module 5: Identifying and Eliminating EEO Barriers

- Barrier Analysis
 - Finding Triggers
- Identifying Barriers
- Devising Action Plans
- Assessing Results

Module 6: Disrespectful Behavior and Its Causes

- How respectful is your workplace?
- What is disrespectful behavior?

Module 7: Employment Rights

- Whistleblower Act
- Protected Disclosure
- Merit System Principles
- Prohibited Personnel Practices
- Freedom from Reprisal
- Protected Activities
 - Retaliation for Engaging
 - Disciplinary Actions