

## What is the EO policy?

### **UNLAWFUL DISCRIMINATION**

It is against AF policy for any Airman, military or civilian, to unlawfully discriminate against, harass, intimidate or threaten another Airman on the basis of race, color, religion, sex, national origin, sexual orientation, to include, age disability, reprisal or genetic information for civilian employees.

Unlawful harassment also includes creating an intimidating, hostile working environment for another person on the basis of race, color, religion, sex, national origin, sexual orientation, to include age, disability, reprisal, or genetic information for civilian employees.

The use of disparaging terms with respect to a person's race, color, religion, sex national origin, sexual orientation, to include age, disability, or genetic information for civilian employees; contributes to a hostile work environment and must not be tolerated.

### **SEXUAL HARASSMENT**

Unlawful harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature particularly when submission to or rejection of such conduct is used as a basis for employment decision affecting the person .

R-Reiterate Air Force EO Policies

A-Accept workplace diversity

I-Identify unacceptable behaviors

S-Set positive examples on/off duty

E-Encourage formal /informal resolution

## Useful Numbers/Resources

### **On Base**

AFOSI	987-6116
AF Aid	987-2667
Area Defense Counsel (ADC)	987-3260
Chaplain	987-6014
Military Family Life Consultant	366-7703
Family Advocacy	987-7377
Airman & Family Readiness	987-2667
Housing Office	987-6429
Inspector General (IG)	987-3596
Legal Office	987-7886
Mental Health	987-7338
Security Forces	987-3221
Sexual Assault Prevention & Response Office	987-2697
24-Hour Sexual Assault Hotline	987-7272
Substance Abuse	987-7338
Military One Source	1-800-342-9647

### **Off Base**

Office of the Attorney General	1-800-482-8982
Healing Hearts and Spirits	501-372-3800
-24-Hour Hotline	1-855-643-5748
	<a href="http://www.hhscenter.org">www.hhscenter.org</a>
Women & Children First	501-376-3219
Dorcas House	501-374-4022
1-800-SUICIDE	1-800-784-2433

### **Hotlines**

AF Unlawful Discrimination & Sexual Harassment Hotline:	1-888-231-4058
	210-565-5214
	DSN: 665-5214

### **AF/DOD Resources**

<a href="#">AFI 36-2706</a>	Equal Opportunity Programs
<a href="#">AFI 36-2903</a>	Wearing of Tattoos/Brands
<a href="#">AFI 36-2707</a>	Nondiscrimination in programs and activities assisted or conducted by the Department of the Air Force
<a href="#">AFI 51-903</a>	Dissident and Protest Activities
<a href="#">AFI 90-301</a>	Inspector General Complaints
<a href="#">DODD 1350.2</a>	Military Equal Opportunity Program
<a href="#">DODD 1300.17</a>	Religious Accommodation

## LITTLE ROCK AIR FORCE BASE EQUAL OPPORTUNITY

*RAISE the standards in your  
workplace!*



1260 Thomas Ave  
Room 120

(501) 987-8629  
DSN 731-8629

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## PREVENTION

### KNOW YOUR ROLE

#### AS A COMMANDER:

- Strongly emphasize zero tolerance!
- Investigate allegations of unlawful discrimination and sexual harassment
- Protect members who file complaints against forms of reprisal or retaliation
- Commanders must provide EO with a synopsis of allegations and corrective actions taken when EO issues are handled within their organizations

#### AS A SUPERVISOR:

- Set a positive example on/off duty
- Reinforce zero tolerance policy
- Take action on every issue
- Address rumors
- Keep chain of command informed of issues affecting the workplace
- Give feedback on issues worked

***Anyone in a supervisor or management position who is aware of unlawful discrimination or sexual harassment, but fails to take action can be disciplined***

#### AS A FRIEND/COWORKER:

- Recognize when standards are not met
- Clarify perceptions
- Document incidents (who, what where, when how)
- Consider confronting alleged offender
- Know your chain of command/helping agencies
- Report any forms of reprisal to IG

#### AS A COMPLAINANT:

- Be a good listener and take action
- Encourage resolution in a timely manner
- Report to proper authorities-anonymous if necessary—*Include EO*

## MILITARY COMPLAINT PROCESS

Only military personnel, their family members and retirees may file military informal/formal EO complaints. Additionally, to file a complaint an individual must be the subject of the alleged unlawful discrimination or sexual harassment.

### INFORMAL MILITARY PROCESS

- There is no time limit for filing informal complaints
- Confront the alleged offender advising him/her to stop and that continuation of the behavior will result in a formal complaint action.
- You may ask a co-worker to intervene on your behalf
- Allow your chain of command to resolve your complaint.
- Use the Alternate Dispute Resolution (ADR) process to resolve the complaint.

### FORMAL MILITARY PROCESS

- The EO office will not accept a complaint more than 60 calendar days after the alleged offense occurred unless the installation commander approves.
- Alternate Dispute Resolution (ADR): The use of facilitation when appropriate are eligible for the voluntary use of facilitation and/or structured negotiation.
- The EO office will conduct the formal complaint clarification.

## CIVILIAN COMPLAINT PROCESS

AF employees, former employees and applicants for employment (must meet criteria outlined in 29 CFR Part 1614) may file civilian EO complaints.

### INFORMAL (PRE-COMPLAINT) PROCESS

- Confront the alleged offender advising him/her to stop and that continuation of the behavior may result in a formal complaint action.
- You may ask a co-worker to intervene on your behalf
- Allow your chain of command to resolve your complaint.
- Alternate Dispute Resolution (ADR) includes mediation, facilitation, structured negotiation, and other collaborative problem solving techniques, often produce outcomes that are more efficient and effective than traditional, adversarial methods of dispute resolution. The AF strongly encourages the voluntary use of ADR to resolve EEO complaints whenever it is practicable and appropriate to do so.

### FORMAL CIVILIAN PROCESS

- The initial contact with the EO office must be within 45 days of the date of the matter alleged to be discriminatory or, in the case of personnel action, within 45 days of the effective date of the personnel action.
- The 45 day limit may be extended for reasons outlined in 29 CFR 1614.102 (a) (2).