



Know Your Workplace

Adopted from
U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)
Ensuring the Freedom to Compete in America's Workplace
Title VIII of the Civil Rights Act of 1964

Working in the summer or after school is a great way for you to learn important job and social skills, earn extra money and become more independent. Did you know that you have specific workplace rights and responsibilities under the laws enforced by the EEOC?

Your Rights

As an employee or applicant, you have the right to:

- **Work Free of Discrimination and Harassment** because of your race, color, gender, national origin, religion, age (40 yrs or older), disability, or genetic information.
- **Complain About Job Discrimination** without being punished or treated differently by your employer.
- **Request Workplace Changes** because of your religious beliefs or a disability.
- **Keep Your Medical Information Private.** Your employer should not share or discuss your medical information with others, unless they have a need to know the information.



Who Should You Contact?

If you believe you have been the victim of illegal job discrimination or harassment, you should inform your program coordinator, mentor, or the Office of Diversity & Equal Opportunity. All employees have an obligation to report discrimination or harassment.

Your Responsibilities

As an employee, you have a responsibility to:

- ✓ **Report** any unfair or harassing treatment.
- ✓ **Respect** others by acting professionally at work. Treat co-workers the way you want to be treated.
- ✓ **Request** workplace changes for your religious beliefs or a disability by explaining what changes are needed.

As an employee, you have a responsibility to act professionally because your employer could be legally responsible for things you say or do to others.

Learn more about your employment rights and responsibilities by contacting the Office of Diversity & Equal Opportunity at 228-688-1037 or by visiting us in Building 1100, Room 11147

