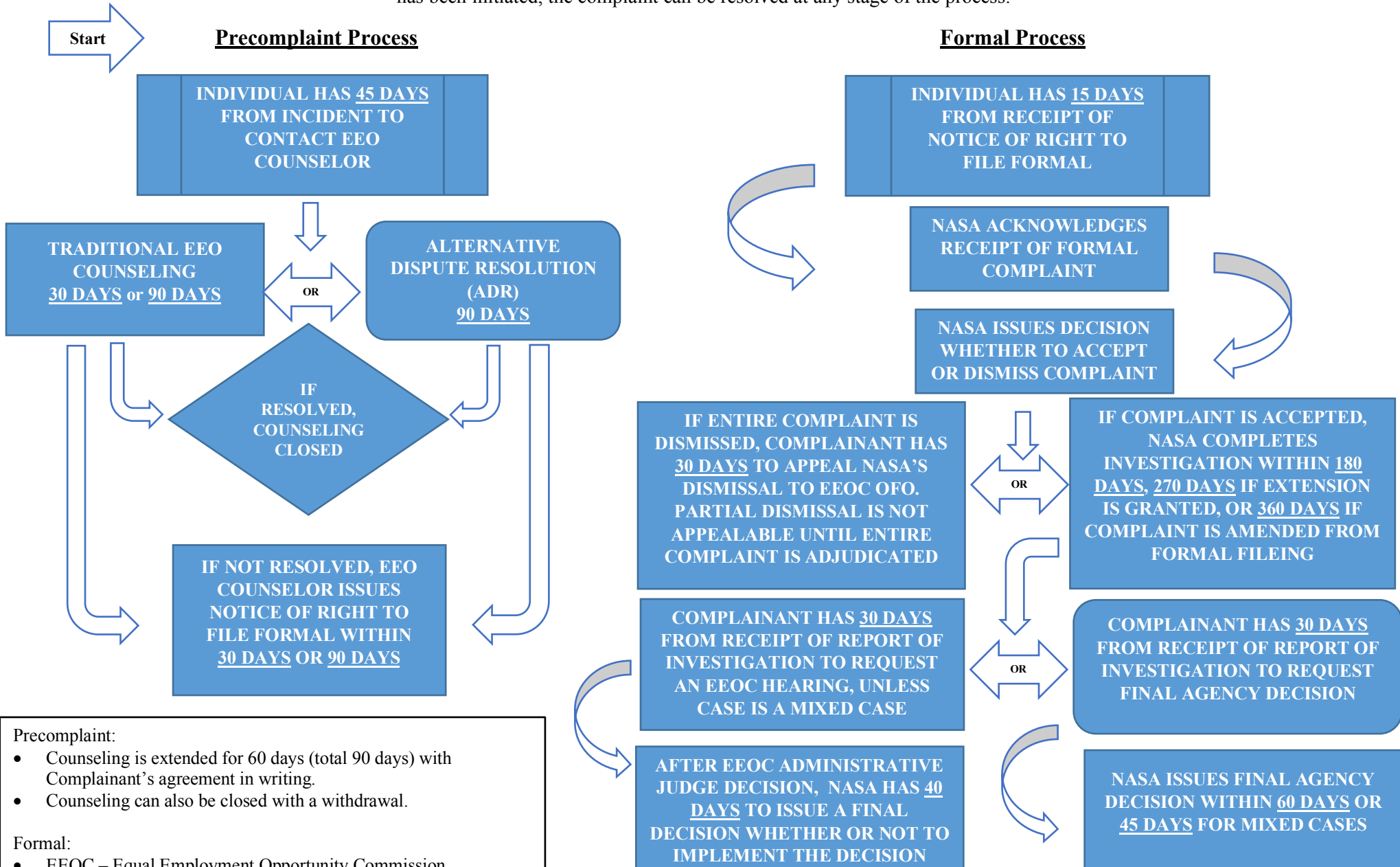


EEO DISCRIMINATION COMPLAINT ADMINISTRATIVE PROCESS

An employee, former employee, or applicant for employment who feels he/she has been discriminated against because of race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), genetic information, physical or mental disability, or reprisal for prior EEO involvement may file a complaint by contacting an EEO counselor within 45 days following the alleged discriminatory act. Once an informal/formal complaint has been initiated, the complaint can be resolved at any stage of the process.



- Precomplaint:**
- Counseling is extended for 60 days (total 90 days) with Complainant's agreement in writing.
 - Counseling can also be closed with a withdrawal.
- Formal:**
- EEOC – Equal Employment Opportunity Commission
 - OFO – Office of Federal Regulations