



# Johnson Space Center Know Your Workplace

Adopted from

**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)**

**Ensuring the Freedom to Compete in America's Workplaces**

*Title VII 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 employer or applicant, you have the right to:

***Work Free of Discrimination and Harassment*** because of your race, color, religion, sex, pregnancy, national origin, disability, or age (age 40 or older).

***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 Equal Opportunity and Diversity. 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 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 Equal Opportunity and Diversity at 281.483.0607 or visiting us in Building 1, Room 172.***