



Preventing Discrimination is Good Business

Preventing discrimination makes good business sense. Complying with the law may increase employee productivity, retention, and morale and limit legal expenses. You may even be entitled to tax benefits for hiring individuals with disabilities or making your business accessible to individuals with disabilities! See <http://www.eeoc.gov/eeoc/publications/adahandbook.cfm#appendixa> for more information.

The EEOC can help small business owners! The EEOC is the federal government agency that enforces the federal laws against employment discrimination based on race, color, religion, sex, national origin, disability, age, and genetic information. These laws also prohibit retaliation (punishment) for opposing or reporting discrimination or participating in a discrimination investigation or lawsuit.

Your Responsibilities

- **Ensure that employment decisions** are not based on race, color, religion, sex, national origin, disability, age, or genetic information.
- **Ensure that work policies and practices** are related to the job and do not disproportionately exclude people of a particular race, color, religion, sex, national origin, disability, or age.
- **Ensure that employees are not harassed** because of race, color, religion, sex, national origin, disability, age, or genetic information.
- **Provide equal pay to male and female employees who perform the same work**, unless you can justify a pay difference under the law.
- **Respond promptly and adequately to discrimination complaints.** Stop, address, and prevent harassment and discrimination. Ensure that employees are not punished for complaining.
- **Provide reasonable accommodations** (changes to the way things are normally done at work, such as permitting a schedule change so an employee can attend a doctor's appointment or can observe a religious holiday) **to applicants and employees who need them for medical or religious reasons**, if required by law.
- **Display a poster** that describes the federal employment discrimination laws. (Download one for free at <http://www1.eeoc.gov/employers/poster.cfm>).
- **Keep any employment records** (such as applications or personnel records) as required by law.

You may have additional responsibilities under federal, state, or local laws.

For additional information, contact your local EEOC Small Business Liaison (<http://www.eeoc.gov/employers/contacts.cfm>).

How We Can Help

- **We can answer your questions** about the laws we enforce.
- **We can provide suggestions** to help you prevent harassment, retaliation, and other forms of unlawful discrimination.
- **We can train you and your employees** about workplace rights and responsibilities.
- **We can help you resolve EEOC charges (complaints) of discrimination** through mediation. EEOC mediation is a free, informal, confidential process to resolve disputes that may save you time and money.



Contact Us!

EEOC staff across the country are available to help you. Don't wait; contact us today!
Free language assistance is available, if needed.

▪ **Need EEOC information or training?**
Contact your local EEOC Small Business Liaison (<http://www.eeoc.gov/employers/contacts.cfm>) or call us at 1-800-669-4000 (TTY: 1-800-669-6820).

▪ **Need information about the laws we enforce?**
Call us at (202) 663-4691 or e-mail us at olc@eeoc.gov.

▪ **Have questions about an EEOC charge of discrimination against your business?**
Contact the EEOC investigator assigned to your charge.

We look forward to hearing from you!