

HOW TO FILE A COMPLAINT

If you have questions or believe you have been treated unfairly, harassed, or feel that you are being discriminated against, you can contact The Office of Equal Employment Opportunity, Diversity and Inclusion (EEO/ODI) at **(301) 763-2853** or **(800) 872-6096**; file a complaint by email at eeo.complaints@census.gov, or send an e-fax **(301) 763-9590**.

We discourage sending any correspondence by mail, as all EEO/ODI counselors and staff are presently on 100% telework status.

In your correspondence include as much of the following: Your name, address, telephone number, position title, and grade;

- Employment Status: Applicant, Current or Former Employee;
- Duty Station: Division/Office, Regional Office, National Processing Center;
- The name, position title, and telephone number of the Responsible Management Official;
- A brief description of the alleged discriminatory event(s), date event(s) occurred; and
- Basis: race, religion, color, sex/gender (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), genetic information (including family medical history), disability (mental or physical) or retaliation/reprisal. Consistent with these obligations, the Census Bureau also provides reasonable accommodations to employees and applicants with disabilities, and for sincerely held religious beliefs, observances, and practices, and for Pregnant Workers (limitations related to pregnancy, childbirth or related medical conditions).

CLASS COMPLAINTS

- A group of employees, former employees, or applicants who are alleged to have been adversely affected by an Agency personnel policy or practice which discriminates against the group on the basis of their common race, religion, color, sex/gender (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), genetic information (including family medical history), disability (mental or physical) or retaliation/reprisal.
- An individual, who wants to file as an agent on behalf of a group alleging discrimination based on a protected category, must first initiate EEO counseling before filing a formal complaint. The individual must seek counseling within forty-five (45) calendar days of the alleged discriminatory event.
- If the complaint is not resolved on the thirtieth (30th) calendar day following informal EEO counseling, the Agency will provide the individual with a written notice that s/he/they has fifteen (15) calendar days to file a formal complaint.
- An EEOC Administrative Judge will determine if the complaint meets the prerequisites of a class complaint.

All allegations of discrimination must be filed within 45 calendar days of the following:

- The alleged discriminatory action; or
- The effective date of the personnel action; or
- Becoming aware of the alleged discriminatory action

For example: If you were terminated on September 1, 2023, you must file an informal EEO complaint no later than October 16, 2023, for your EEO complaint to be considered timely. A reason must be provided if filing the informal EEO complaint outside of the 45 calendar days. The law also protects you from retaliation if you oppose employment discrimination, file a complaint of discrimination, or participate in the EEO complaint process as a witness.

For more information on filing a complaint, Diversity, Equity, Inclusion and Accessibility (DEIA), or Special Emphasis Programs, you can also contact:

David Donovan, EEO/ODI Director, (301) 763-3449, david.donovan@census.gov, or
Stefanie L. Watson, EEO/ODI Deputy Director and Diversity and Inclusion Officer, (301) 763-8902, stefanie.l.watson@census.gov.