

This guidance document was issued upon approval of the Chair of the U.S. Equal Employment Opportunity Commission.

OLC Control #	EEOC-NVTA-0000-31
Title	Fact Sheet: Preventing Discrimination is Good Business
Date Issued	25-Feb-16
General Topics	Charge Processing, Threshold Issues, Race, Color, Religion, Sex, National Origin, Disability, Age, Genetic Information
Summary	This document addresses business reasons for complying with federal EEO law protections, and provides some basic information for employers on their responsibilities and how the EEOC can help with their compliance efforts
Date Posted	25-Feb-16
Statutes/Authorities Involved	Title VII, EPA, ADEA, Rehabilitation Act, ADA, GINA, 29 CFR Part 1601, 29 CFR Part 1614, 29 CFR Part 1620, 29 CFR Part 1621, 29 CFR Part 1625, 29 CFR Part 1626, 29 CFR Part 1630, 29 CFR Part 1635
Audience	Employers, HR Practitioners
Revision	No

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.



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.

▪ **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!