



# Your Job ... Your Rights ... Your Responsibilities!

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

Working during the summer or after school is a great way 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 EEOC?

### Your Rights

As an employee, you have the right to:

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

**Complain About Job Discrimination** without being punished, or treated differently, by your employer.

**Request Workplace Changes** if needed because of your religious beliefs or because of 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.



### Your Responsibilities

As an employee, you have the responsibility to:

**Report** any harassment or other discriminatory treatment you experience at work to your employer, if possible.

**Respect** others and act professionally at work. Treat your co-workers the way you want to be treated.

If you manage employees, you have an even greater responsibility to act professionally since your employer could be legally responsible for things you say and do.

**Request** workplace changes you need because of your religious beliefs or because of a disability and explain what changes you need and why.

### Need to file a Complaint?



If you think you have been the victim of illegal job discrimination or harassment, you can file a complaint, called a charge of discrimination, with EEOC. We may mediate or investigate your charge and take legal action to stop the discrimination.

You can file a charge with EEOC if you are a job applicant, current employee or former employee; a full-time, part-time, seasonal or temporary employee, regardless of your citizenship or work authorization status.

You may file your charge in person at the nearest EEOC office or by mail. Our services are free.

Learn more about your employment rights and responsibilities at [www.eeoc.gov](http://www.eeoc.gov)

Or call EEOC at 1-800-669-4000 (TTY: 1-800-669-6820)

