U.S. Small Business Administration
Office of Disaster Assistance

FACT SHEET

EEO COUNSELING AND COMPLAINT

The U.S. Small Business Administration (SBA) is an equal opportunity employer. Any SBA employee, former employee, or applicant for employment who believes he/she has been subjected to employment discrimination due to race, color, religion, national origin, sex (including sexual harassment), age (40 and over), disability (physical or mental) and/or retaliation may file a complaint alleging discrimination. He/she must contact the Office of Equal Employment Opportunity and Civil Rights Compliance (EEO&CRC) within 45 calendar days of the date they became aware of the alleged discrimination.

EEO Counseling

The Office of EEO & CRC addresses initial complaints from ODA staff and can be contacted at the number below. Upon contacting the Office of EEO&CRC, an EEO Counselor will be assigned. The EEO Counselor will advise the aggrieved of his/her rights, conduct an informal inquiry into the allegation(s) of discrimination, and attempt to resolve the complaint at the lowest possible level.

Alternative Dispute Resolution

After every initial counseling contact, for current employees, EEO&CRC evaluates each case for potential Alternative Dispute Resolution (ADR) resolution through mediation. If ADR results, during mediation, a neutral third party facilitates a discussion to resolve the issues in dispute.

Contacting the Office of EEO & CRC

For additional information on EEO Counseling, please contact the Office of EEO & CRC at the address or phone number below.

U.S. Small Business Administration
Office of Equal Employment Opportunity and Civil Rights Compliance
409 Third Street SW, Suite 4600
Washington, DC 20416
(202) 205-6750