

## **Equal Opportunity at the Smithsonian Institution**

The Smithsonian Institution strives to provide all affiliated persons a working environment that is free from discrimination. As part of the Institution's efforts to ensure that you are fully aware of equal opportunity information please review the following:

- [Diversity and Equal Employment Policy Statement](#)
- [Supplier Diversity](#)

Additional information is available at on OEESD's [website](#).

## **Reasonable Accommodation for Individuals with Disabilities**

A reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Examples of reasonable accommodation include:

- Providing or modifying equipment or devices;
- Providing readers and interpreters;
- Modifying work schedules;
- Adjusting exams, training materials, and reassignment.

Affiliated persons may request a reasonable accommodation orally or in writing from their sponsor, supervisor, or the Reasonable Accommodation Coordinator in the Office of Equal Employment and Supplier Diversity. A family member, health professional, or other representative may request an accommodation on behalf of an employee or applicant. (However, the discussions about accommodation will always be held with the employee unless they are incapacitated and cannot participate.)

A request does not have to use any special words. To the extent possible, the request should include a description of the precise limitations imposed by a disability and how those limitations could be overcome by a reasonable accommodation. If the disability or the need for accommodation is not obvious, the individual may be asked for reasonable medical documentation about their disability and functional limitations. Affiliated persons and applicants may consult the Disability Program Manager for further information at [OEESD-Accommodations@si.edu](mailto:OEESD-Accommodations@si.edu) or 202-633-6430 on requesting or processing a request for reasonable accommodation or visit OEESD's [website](#).

## EEO Complaints Information for Affiliated Staff

The Office of Equal Employment and Supplier Diversity (OEESD) is responsible for receiving and processing all [complaints](#) of alleged discrimination, harassment and/ or retaliation. If an affiliated person believes that they have been discriminated against because of race, color, religion, national origin, sex (including gender identity, gender stereotyping, pregnancy, and sexual orientation), age, disability, genetic information, retaliation, marital status, or parental status the individual may contact OEESD for assistance.

To initiate the EEO complaint process, the individual must contact an Equal Employment Opportunity (EEO) Counselor in OEESD within **forty-five (45) calendar days** of the date of the alleged discrimination or the effective date of an allegedly discriminatory personnel action. You may contact an EEO counselor by calling (202) 633-6430 or emailing [EEO-Complaint@si.edu](mailto:EEO-Complaint@si.edu). OEESD's EEO counseling program provides the means to resolve individual complaints of discrimination early, quickly, and informally. EEO counselors are experienced in conflict resolution techniques, and most problems brought to them are resolved to the satisfaction of both the individual and management.

Where appropriate, OEESD also offers mediation as a means of resolving EEO complaints. Mediation may be requested by either the individual alleging discrimination or a management official. Participation in mediation is voluntary. If mediation is unsuccessful, the individual may continue with the EEO complaint process.

If you have any questions, please contact an EEO counselor at [EEO-Complaint@si.edu](mailto:EEO-Complaint@si.edu) or (202) 633-6430.