

EM Consolidated Business Center  
Office of Civil Rights & Diversity Staff  
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*EEO and Diversity Collaborating for Mission Success*

*EM Consolidated Business Center*

## **Office of Civil Rights and Diversity**

*Equal  
Employment  
Opportunity  
Counselors*

**EM Environmental Management**  
safety ♦ performance ♦ cleanup ♦ closure

# **EEO Counselors EM Consolidated Business Center**

*The EM Consolidated Business Center (EMCBC) is fully committed to equal employment opportunity and the implementation of a strong affirmative employment program.*

*It is the policy of the EMCBC to provide equal opportunity in employment for all persons in its workforce, or being recruited for its workforce, and to prohibit discrimination in all aspects of its personnel policies, program practices and operations, and in all its working conditions.*

## **The Role of the EEO Counselor**

Counselors serve as liaisons between the employee and management, in the informal complaint processing stage. The counselor is neither an advocate of management nor of the employee.

- Meets with complainant and handles informal alleged incident or personnel action.
- Advises employees of EEO rights under the law.
- Seeks out facts relevant to complaints to resolve issues.
- Reviews agency records to secure facts.
- Interviews parties to the complaint.
- Attempts a common ground resolution of the issue after talking with employees, their representatives (if applicable), and management officials.

## **Service Center Counselors**

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