

# HR INSIGHTS

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## 10 EEOC Tips for Small Businesses

The Equal Employment Opportunity Commission (EEOC) is an independent federal agency created by Congress in 1964 to eradicate discrimination in employment. The Commission enforces various statutes that prohibit employment discrimination on the basis of race, color, sex, national origin, religion, retaliation, age, and disability or protected veteran status.

The EEOC has the authority to investigate charges of discrimination filed against employers who have a statutory minimum number of employees. HR can help avoid costly penalties by following the tips published by the EEOC.

1. Look at the facts, not the faces. [Race](#), [color](#), [religion](#), [sex](#) (including [pregnancy](#), [sexual orientation](#) or [gender identity](#)), [national origin](#), [disability](#), [age](#) (40 or older) or [genetic information](#) (including family medical history) should not be a factor when you hire, fire, promote, pay, train, discipline or make other work-related decisions.
2. Provide [reasonable accommodations](#) to applicants or employees who need them for medical or religious reasons, if required by law\*.
3. Develop a strong [anti-discrimination policy](#) before discrimination becomes a problem.
4. Ensure that employees understand [their rights and responsibilities](#) at work.
5. Be alert to potential harassment or discrimination. Stop, address and prevent harassment and discrimination.
6. Ensure that employees are not [punished](#) for reporting discrimination, participating in a discrimination investigation or lawsuit, or opposing discrimination.
7. Post an [EEO poster](#) at your business.
8. Keep [employment records](#) as required by law.
9. File an [EEO-1 Report](#) if you have 100 or more employees. Some federal contractors with at least 50 employees must also file this report.
10. [Contact the EEOC](#) to request assistance, information or training.

\* [Federal](#), state and local laws may prohibit additional types of discrimination and/or require you to provide reasonable accommodations for other reasons. Federal, state and local government websites may have additional information about these laws.

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Source: EEOC

