



March 2024

### **Updated EEO Discrimination Complaint Manual and Process**

The Office of Workforce Engagement's D&I team has updated its Equal Employment Opportunity (EEO) discrimination complaint process. The [EEO Discrimination Complaint Manual](#) (formerly the EEO Appeals Manual) has been revised to include updates to agency responsibilities as well as how to file an appeal and conflict of interests. OWE has implemented Guardian, an online case management system that streamlines our practices. **Important note: OWE will no longer accept mailed, paper, or faxed complaint forms. All forms should be completed and submitted online.** HR and EEO directors and managers are advised to carefully review the Manual and notify employees of the updated processes.