



County Technical Assistance Service

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Preventing Discrimination in the Workplace

Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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Preventing Discrimination in the Workplace

Reference Number: CTAS-1050

One of the best ways for an employer to eliminate discrimination from the workplace is to examine the criteria he or she uses for making employment decisions to ensure that they are *job related* and *consistent with business necessity*. Making sure the criteria used are based on the actual requirements of the job and the needs of the workplace, and evaluating employees on their individual abilities and accomplishments using these criteria, will go a long way toward eliminating discrimination from the workplace.

Employers should take steps to stop discriminatory practices in the workplace before they occur. Making all employees aware of the laws prohibiting discrimination is an important step. Employers are required to post notices advising employees of their rights under these laws. The notices must be placed in an area that is readily accessible to all employees, and accommodations should be made for persons who have visual or other disabilities that affect their ability to read the notices. EEOC Posters are available free of charge by calling the Equal Employment Opportunity Commission's Publications Distribution Center at 1-800-669-3362. [Posters are also available through the EEOC website.](#)

For additional information concerning the laws that prohibit discrimination in employment, see [Federal Laws Prohibiting Job Discrimination Questions and Answers](#), a publication of the United States Equal Opportunity Commission. These and many other useful EEOC publications are available from the [EEOC's Web site](#) or from the nearest EEOC office:

Nashville Area Office
50 Vantage Way
Suite 202
Nashville, TN 37228
Phone: (615) 736-5820
TTY: (615) 736-5870

Memphis District Office
1407 Union Avenue
Suite 521
Memphis, TN 38104
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