



JUN 01 2013

MEMORANDUM FOR: All OAR Employees

FROM: Robert S. Detrick, Ph.D. 
Assistant Administrator

SUBJECT: Equal Employment Opportunity Policy Statement

Each year, we are required by the Equal Employment Opportunity Commission (EEOC) to issue an Equal Employment Opportunity (EEO) Policy Statement. My personal and professional commitment to EEO, along with the Senior Management Staff here in OAR, is more than just a policy statement; it is how we do business. We want everyone to feel included in our workplace environment, and we all need to be committed to EEO. We are committed to attracting and retaining the best people to work in our organization. We are committed to ensuring that we work together to facilitate a culture of transparency and inclusiveness. We want to lead NOAA in providing a challenging, innovative and diverse workplace for all of our employees. Additionally, I want to thank each of you for your continued commitment to EEO in OAR.

EEO in the workplace is regulated by laws and statutes. For example, Title VII of the Civil Rights Act of 1964, as amended in 1991, ensures that all employees and applicants are treated fairly and equitably. The law states that it is unlawful to discriminate against employees and applicants for employment based on their race, color, religion, sex (including pregnancy), national origin, age (40 years of age or over), sexual orientation, mental and/or physical disability or genetic information (GINA). The law also states that it is unlawful to discriminate against employees for exercising their right to engage in the Federal EEO Complaint Process, either as a complainant or a witness in an investigation or a lawsuit.

This policy and all applicable Departmental policies and laws will be fully implemented. Every employee has an obligation to comply with this policy. In the event this policy is violated, immediate and appropriate action will be taken. **Any employee who believes he or she is the victim of discrimination should promptly notify the NOAA Office of Civil Rights within 45 calendar days of the alleged discriminatory event or 45 days of becoming aware of the alleged discriminatory event at 301-713-0500, 301-713-0982 (TDD) or 1-800-452-6728.**

I also want to encourage supervisors, managers and employees to utilize the agency wide Alternative Dispute Resolution (ADR) Program, if the need arises. This process can help improve communication and the quality of work life. For more information about the NOAA ADR Program, please visit the ADR website at <http://www.adr.noaa.gov>.

If you have any questions regarding this policy, please contact the OAR EEO/Diversity Program Manager, Nicole Mason, at 301-734-1279 or you may email Nicole at nicole.mason@noaa.gov. You may also visit the OAR EEO Website at www.eeo.oar.noaa.gov.