



AUG 22 2016

MEMORANDUM FOR: All OAR Employees

FROM:

  
Craig N. McLean  
Assistant Administrator

SUBJECT: Equal Employment Opportunity Policy Statement

The work we do in OAR, administratively and scientifically, is critically important and has great value to the American people. In the same manner that we hold ourselves responsible for delivering high quality work, as an organization, we are committed to the principles of diversity and inclusion and equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. We all have an individual and shared responsibility to creating and maintaining an environment where every member of the organization is valued and treated with fairness and respect.

This policy statement is a reminder that it is unlawful to discriminate against employees and applicants for employment based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), national origin, age (40 years of age or over), sexual orientation, gender identity, and/or disability (physical or mental), including the provision of reasonable accommodations for qualified applicants and employees with disabilities or genetic information (GINA). It is unlawful to retaliate 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.

Any employee who believes he or she is the victim of discrimination should promptly notify the NOAA Civil Rights Office (CRO) 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. You may also visit the CRO website at [www.eeo.noaa.gov](http://www.eeo.noaa.gov).

I 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 resolve internal workplace disputes. For more information about the NOAA ADR Program, please visit the ADR website at <http://www.wfm.noaa.gov/adr/index.php>.

Finally, I remind you of your responsibilities as outlined in the Department's Administrative Order, (DAO) 202-955, *Allegations of Harassment Prohibited by Federal Law*. I strongly encourage you to read the DAO at [http://www.osec.doc.gov/opog/dmp/daos/dao202\\_955.html](http://www.osec.doc.gov/opog/dmp/daos/dao202_955.html)

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

