UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Silver Spring, MD 20910

OFFICE OF OCEANIC ATMOSPHERIC RESEARCH

MEMORANDUM FOR: All OAR Employees

JUN 24 2014

FROM: Craig N. McLean
Acting Assistant Administrator

SUBJECT: Equal Employment Opportunity Policy Statement

Treating each other with dignity and respect engenders a spirit of camaraderie and cohesiveness. This is the spirit we want to continue to nurture here in OAR. I am counting on all of you to maintain your commitment to the Equal Employment Opportunity (EEO) statutes and the principles of Diversity and Inclusion. In the President's Executive Order 13583 – Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion in the Federal Workforce, he states, "...the Federal Government must create a culture that encourages collaboration, flexibility, and fairness to enable individuals to participate to their full potential. Our Nation derives strength from the diversity of its population and from its commitment to equal opportunity for all. We are at our best when we draw on the talents of all parts of our society, and our greatest accomplishments are achieved when diverse perspectives are brought to bear to overcome our greatest challenges." I would like to thank each one of you for your diligent efforts to make our workplace a place where employees feel welcome and motivated to work their hardest.

This policy is a friendly reminder that it is unlawful to discriminate against employees and applicants for employment based on their 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 also 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 Office of Civil Rights within 45 calendars 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.wfm.noaa.gov/adr/index.php.

I am confident that you are just as committed as I am to adhering to and modeling the principles of this policy.

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.

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