



JUL 29 2015

MEMORANDUM FOR: All OAR Employees

FROM:


Craig N. McLean
Assistant Administrator

SUBJECT: Equal Employment Opportunity Policy Statement

We are all responsible for ensuring that our workplace is free of discrimination and harassment. I am and expect all to be fully committed to and supportive of Equal Employment Opportunity (EEO), Diversity and Inclusion. Embracing diversity means that all employees are treated fairly, equitably, are valued, and included in our workplace. Inclusion requires respecting individual differences and capturing the advantages they provide. Having an inclusive workplace allows us to attract, develop and retain the best talent available, which enhances our ability to carry out the mission of this office.

This policy statement reminds us 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.

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

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. You may also visit the OAR EEO Website at www.eeo.oar.noaa.gov.

