



UNITED STATES INTERNATIONAL TRADE COMMISSION

WASHINGTON, DC 20436

January 16, 2025

MEMORANDUM

FROM: Chair Amy A. Karpel

TO: All U.S. International Trade Commission Employees

SUBJECT: Dr. Martin Luther King, Jr. Day & 2025 Annual Equal Employment Opportunity Statement

On Monday, January 20, 2025, the Nation will commemorate Dr. Martin Luther King, Jr. Day, the only federal holiday designated as a National Day of Service.¹ The holiday honoring Dr. King is an opportunity to appreciate his remarkable contributions to American history, including his pivotal and inspirational role in the 1963 March on Washington for Jobs and Freedom. Dr. King courageously devoted his distinguished life to the struggle for racial equality, and he worked tirelessly within the American Civil Rights Movement for freedom, justice, and equality for all people, in a diverse range of areas, including in the employment context. Among other tremendous accomplishments, Dr. King's work, in collaboration with a broad coalition within the American Civil Rights Movement, was instrumental in the passing of the landmark Civil Rights Act of 1964.

In the spirit of Dr. King's indelible mark on civil rights and human rights, the U.S. International Trade Commission (USITC) reaffirms its commitment to equal employment opportunity (EEO). The USITC is proud to have a workplace that features employees from diverse backgrounds, and the USITC is committed to eliminating discrimination in its workplace. Given this commitment, the USITC strives to be a model EEO employer, which includes creating and maintaining a work environment that is welcoming, respectful, inclusive, and accessible for all USITC employees.

Title VII of the Civil Rights Act of 1964, and a collection of other federal EEO laws, prohibit specific types of discrimination in employment, including in federal sector employment. Federal EEO laws apply to the USITC in its capacity as an employer. Specifically, federal EEO laws apply to USITC employees, applicants for USITC employment, and former USITC employees

¹ For information on volunteer projects for Dr. Martin Luther King, Jr. Day, feel free to visit www.mlkday.gov.

by prohibiting employment discrimination based on race, color, religion, sex (including pregnancy, sexual orientation, gender identity, and transgender status), national origin, age (40 or older), disability, or genetic information. The federal EEO laws also prohibit retaliation for participating in EEO activity or opposing alleged employment discrimination, including retaliation for filing a complaint of EEO discrimination. Additionally, in federal sector employment, Executive Order 13152 prohibits discrimination based on status as a parent.

Applicable EEO laws also require the USITC, as an employer, to provide accommodations in appropriate circumstances, in the following contexts:

- Reasonable accommodations for qualified employees or applicants with disabilities;
- Reasonable accommodations for an employee's or applicant's pregnancy, childbirth, or related medical conditions; and
- Reasonable accommodations for an employee's or applicant's religious beliefs, observances, and practices.

The USITC's work environment must include support from employees at all levels of the USITC for equal employment opportunity, and zero tolerance for unlawful EEO discrimination, including EEO-based harassment and retaliation. The USITC must also provide its employees and job applicants the freedom to compete for employment and advancement opportunities, on a fair and equitable playing field. Equal employment opportunity applies to all aspects of the USITC's employment life cycle, including but not limited to, recruitment, hiring, promotions, transfers, reassignments, training and career development, benefits, and separations.

The USITC must promptly and effectively address EEO discrimination allegations (including harassment and retaliation) that may arise from the USITC's employment policies, procedures, and practices. Accordingly, all USITC employees, including senior leaders, managers, and supervisors, must comply with EEO laws, regulations, executive orders, policies, and procedures, and the USITC must take swift and appropriate action to correct and reduce any incidents of EEO discrimination. All USITC employees are encouraged to explore alternative dispute resolution options, when appropriate, to resolve EEO complaints and workplace disputes at the lowest level possible.

All USITC employees, applicants for USITC employment, or former USITC employees who believe they have been subjected to discrimination by the USITC that is prohibited by federal EEO laws are encouraged to contact the USITC's Office of EEO at eeo@usitc.gov. The Office of EEO's Director is Namon Friends (Phone: 202-205-2239, Email: namon.friends@usitc.gov). The Office of EEO manages the USITC's EEO complaint process as an impartial entity. The EEO complaint process requires individuals who wish to file an EEO complaint to contact the Office of EEO within 45 calendar days from the date of the alleged discrimination, or the date that the individual became aware of the alleged discrimination. All USITC employees must cooperate with the EEO complaint process. General information about your EEO rights and responsibilities and the EEO complaint process is available through the USITC's Office of EEO. Information on the EEO complaint process for the federal sector is also available on the U.S. Equal Employment Opportunity Commission's website, at: <https://www.eeoc.gov/federal-sector/federal-employees-job-applicants>.

Thank you all for your continued commitment and dedication to the USITC and its mission.