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UNITED STATES INTERNATIONAL TRADE COMMISSION

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WASHINGTON, DC 20436

September 22, 2020

**MEMORANDUM TO ALL U.S. INTERNATIONAL TRADE COMMISSION EMPLOYEES**

**FROM:** The Chair

**SUBJECT:** Equal Employment Opportunity Program Policy Statement

At the U.S. International Trade Commission, we believe that our core values of excellence, integrity, and respect must guide and motivate our work. These values apply not only to the work itself, but to how we treat and interact with one another daily. In this regard, the Commission reaffirms agency policy respecting equal-employment-opportunity principles, as well as diversity, equity, and inclusion, as follows:

1. Equal employment opportunity (EEO) covers all applicants for employment and employees, as well as employment programs, management practices, and decisions, including, but not limited to, recruitment, hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.
2. In all matters covered by EEO, the Commission does not tolerate behavior, discrimination, or prejudice based on race, religion, color, sex (including gender identity, parental status, sexual orientation, pregnancy discrimination, and sexual harassment), national origin, age (40 years of age and over), genetic information, or disability (physical or mental). The Commission also acknowledges its obligation on reasonable accommodation for qualified applicants and employees with disabilities.
3. All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition.

4. All employees and applicants are free to exercise their rights under the statutes that provide for EEO and prohibit employment discrimination in federal employment. Thus, retaliation (or reprisal) against those who initiate discrimination complaints, serve as witnesses or participate in the EEO complaint process, or otherwise oppose harassment or discrimination is strictly prohibited.
5. The Commission will investigate and act upon complaints of discrimination based on race, religion, color, sex (including gender identity, parental status, sexual orientation, pregnancy discrimination, and sexual harassment), national origin, age (40 years of age and over), genetic information, disability (physical or mental), or reprisal for protected activity in accordance with agency procedures and U.S. Equal Employment Opportunity Commission regulation.
6. You may obtain information regarding complaint processing procedures from the Commission's Office of Equal Employment Opportunity. The office offers a confidential and neutral informal counseling process and serves as a neutral third-party throughout the complaint process. If an individual decides to initiate contact with a counselor, he/she must do so within forty-five (45) days of the most recent incident of the alleged discrimination, in accordance with 29 C.F.R. § 1614.105(a)(1).
7. In light of the Commission's "zero tolerance" policy on discrimination, workplace harassment will not be tolerated, and the agency will correct the harassing conduct before it becomes severe or pervasive. Individuals engaging in conduct or behavior that violates this policy are subject to appropriate administrative action, including more serious forms of discipline, up to and including removal from federal service.
8. The Commission pledges diversity, equity, and inclusion in recruitment, employee development, and retention, as it aims for a high-performing workforce that has the critical skills necessary for mission success. Among other things, this means that we should expand our recruitment endeavors, and make every employee feel welcome and motivated to work their hardest and rise through the ranks.

Through issuance of this EEO policy statement, we embrace the concept that we work better together because of our differences, not despite them. Therefore, in carrying out their duties, we expect all Commission staff, supervisors and employees alike, to adhere to these EEO principles, and to work together to create a more diverse, equitable, and inclusive environment at the Commission.



JASON E. KEARNS  
Chair  
U.S. International Trade Commission