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UNITED STATES INTERNATIONAL TRADE COMMISSION

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WASHINGTON, DC 20436

February 21, 2017

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

**FROM:** Rhonda K. Schmittlein, Chairman

**SUBJECT:** Equal Employment Opportunity and Diversity Policy

As Chairman of the U.S. International Trade Commission (USITC), I am reaffirming my commitment to incorporating the principles of Equal Employment Opportunity (EEO) and Diversity into the Commission's daily operations and decision-making. EEO is about ensuring that our work environment is free from unlawful discrimination and harassment and providing our employees with equal opportunities for jobs, training, and development. The Commission will ensure that all individuals have equal opportunity to participate in and receive benefits from all programs or activities conducted or funded by the Commission.

The Commission is committed to providing a discrimination-free work environment where employees are treated fairly and equally regardless of race, sex, age, color, religion, national origin, disability, reprisal, parental status, sexual orientation, or protected genetic information. It is imperative that all managers and supervisors fully comply with all laws governing equal employment opportunity practices and assure employees are free from any interference or reprisal for participating in the equal employment opportunity complaints process.

In order to maintain a workplace that fosters mutual respect, honors differences, and provides equal opportunity, we must all treat one another with dignity and respect. The continued success of the Commission depends upon the commitment and sustained support of all managers, supervisors, and employees.

The Commission is responsible for maintaining a climate in which employees are valued and empowered to excel and are provided with opportunities to achieve their full potential in support of the Commission's mission. By moving beyond simple tolerance of individual differences and integrating and leveraging our unique perspectives, we can bring forward different views and methods to resolve problems that contribute to the successful accomplishment of Commission's goals.