



THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

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I am proud to affirm the U.S. Environmental Protection Agency's commitment to equal employment opportunity for all EPA employees and applicants for employment. Fostering a diverse and inclusive workplace through EEO is essential to fulfilling our mission to protect human health and the environment.

The EPA cannot and will not tolerate discrimination within the workplace based on race; color; sex, including pregnancy, gender stereotyping, gender identity or gender expression; national origin; religion; age; physical or mental disability; status as a parent; marital status; sexual orientation; transgender status; political affiliation; or protected genetic information. In addition, the EPA will not tolerate any type of harassment – either sexual or nonsexual – of any employee or applicant for employment. Employment decisions must be made in accordance with merit system principles contained in 5 U.S.C. § 2301.

EPA managers are expected to continue to provide first-class leadership in supporting the agency's EEO program by taking steps to promote EEO in all facets of employment, including recruitment, hiring, promotion, performance assessment, awards or career-development opportunities. I ask that all EPA employees, including managers and staff, take responsibility for reporting and addressing discriminatory conduct and preventing all types of discrimination, including workplace harassment.

The EPA promotes the use of alternative-dispute-resolution methods to resolve workplace disputes or EEO complaints. Managers are reminded that their participation in agency-approved alternative-dispute-resolution efforts to resolve EEO complaints is required, absent extraordinary circumstances as determined by the Office of Civil Rights' director or designee.

Any employee or applicant for employment who believes that he or she has been subjected to discrimination and elects to seek redress for discrimination must initiate the EEO complaint process within 45 days of the alleged discriminatory event by contacting the EPA's Office of Civil Rights Employment Complaints Resolution staff at (202) 564-7272 or an EEO officer at the regional or laboratory level. See also 29 CFR Part 1614, *Federal Sector Equal Employment Opportunity*, or EPA Order 1000.31A4, *Discrimination on the Basis of Sexual Orientation, Gender Identity, Status as a Parent, Marital Status, or Political Affiliation*, as applicable. In addition, an employee or applicant for employment who believes he or she was subjected to workplace harassment should also review EPA Order 4711, *Procedure for Addressing Allegations of Workplace Harassment*, for information on how to report allegations of workplace harassment.

Our success in advancing the EPA's mission hinges on a professional, productive, diverse and inclusive workplace. I appreciate your shared commitment to equal opportunity at the EPA and look forward to continuing our work together.

Gina McCarthy