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MEMORANDUM

To: All National Endowment for the Arts Employees
From: Jane Chu, Chairman
Date: December 5, 2014
Re: Equal Employment Opportunity and Civil Rights (Anti-Discrimination) Policy Statement

The National Endowment for the Arts (NEA or Agency) is committed to maintaining an inclusive, diverse and discrimination-free work environment. The purpose of this statement is to remind employees of their rights and responsibilities under the law and how to seek assistance if they believe they have been the subject of employment discrimination.

The NEA is dedicated to ensuring that all employees and applicants for employment have the freedom to compete on a fair and level playing field with equal employment opportunity (EEO). The Agency will not tolerate discrimination in its workplace. The Agency supports the rights of all employees to exercise their rights under the civil rights statutes. The Agency will provide for the prompt and fair processing of complaints of discrimination, and, if allegations are substantiated, will take appropriate action. The Agency will not tolerate retaliation against employees who make a complaint or participate in a related proceeding. All staff members are encouraged to use alternative dispute resolution (ADR), when appropriate, to promptly address concerns.

Managers and supervisors must ensure that all employees and applicants are given equal opportunity for all facets of employment, including but not limited to hiring, promotion, training and career development, performance evaluation, and awards. The NEA will work to provide reasonable accommodations for qualified individuals (both employees and applicants for employment) with a disability.

Federal laws and regulations prohibit discrimination based on race, color, religion, sex (including pregnancy, gender identity, sexual orientation and sex-stereotyping), national origin, age (40 and over), disability, genetic information, and/or retaliation. These categories are enforced by the Equal Employment Opportunity Commission (EEOC), and the neutral NEA Office of Civil Rights/EEO (OCR), and they are called "EEO protected categories." Employees who allege improper actions related to these EEO protected categories should contact OCR within 45 calendar days of the discriminatory event to begin a discrimination complaint. If alleging claim of harassment based on an EEO protected category, the employee may initiate either a harassment complaint or an EEO complaint or the employee may choose to pursue both options simultaneously. The employee may ask for a management inquiry overseen by the Office of Human Resources to ensure the conduct immediately stops.

There are additional categories that are protected, such as sexual orientation, marital and parental status, military service, and/or political affiliation, that may not fall within the EEOC's enforcement. If discriminatory or harassing conduct is based on these "additional categories," employees should report the conduct and ask for a management inquiry using the procedure described in NEA's Anti-Harassment Policy dated December 5, 2014. Additionally, a complaint based on these categories may be made to the Office of Special Counsel via www.osc.gov or by calling (202) 254-3670.

The NEA is committed to equal opportunity. For more information about discrimination complaints or EEO, I encourage you to contact OCR at (202) 682-5454. For more information about the Anti-Harassment Policy and management inquiries, contact the Office of Human Resources at (202) 682-5405. All managers, supervisors, and employees are encouraged to work together to ensure compliance with all EEO laws and regulations.

Jane Chu / CHAIRMAN
Signature/Title

15 DECEMBER 2014
Date