

NATIONAL ENDOWMENT for the ARTS

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To: All National Endowment for the Arts Employees

From: Dr. Maria Rosario Jackson, Chair



Date: October 20, 2022

Re: Equal Employment Opportunity (EEO) Policy Statement

The National Endowment for the Arts (NEA) is committed to maintaining an inclusive, diverse, and discrimination-free work environment. Federal laws and regulations ensure equal opportunity for all employees and applicants for employment, and prohibits discrimination on all protected bases, including age (40 and older), color, disability, sex (including pregnancy, sexual orientation and gender identity), genetic information, national origin, race, religion and reprisal. Protected activity includes participating in the EEO complaint process and opposing discriminatory practices or actions.

The NEA resolves to:

- maintain policies and procedures for the prompt and fair processing of all complaints of discrimination, and to take appropriate action(s) against those who violate EEO laws;
- assure that the agency will not tolerate workplace harassment or reprisal against anyone who engages in protected activity;
- ensure all employees and applicants are given equal opportunity in all facets of personnel/employment programs, management practices, and decisions, including but not limited to recruitment, hiring, merit promotions, transfers, reassignments, training, and career development, benefits and separations;
- support the right of all employees to raise allegations of discrimination and harassment without fear of retaliation;
- assure that all employees have the freedom to compete on a fair and level playing field;
- use alternative dispute resolution when requested by the complainant to address concerns in a prompt, fair, and objective manner; and
- provide reasonable accommodation for applicants and employees with disabilities in accordance with established law.

An employee or applicant who believes they have been subjected to discrimination or retaliation should, **within 45 calendar days of the discriminatory event**, contact the Office of Civil Rights and EEO (OCREEO) by phone at (202) 682-5454, or email at eeo@arts.gov.

Consistent with the agency's Anti-Harassment Policy, an employee may also file a non-EEO related harassment complaint/management inquiry with the Office of Human Resources at (202) 682-5405 or OfficeofHumanResources@arts.gov. Additional protections involving sexual orientation, marital and parental status, military service, political affiliation, and others, may be available through the Office of Special Counsel, www.OSC.gov, (202) 254-3607.

The NEA is committed to equal opportunity. All managers, supervisors, and employees are encouraged to work together to ensure compliance with all EEO laws and regulations.