

NATIONAL ENDOWMENT for the ARTS

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To: All National Endowment for the Arts Employees

From: Mary Anne Carter, Acting Chairman



Date: March 29, 2019

Re: Equal Employment Opportunity (EEO) Policy Statement

The National Endowment for the Arts 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 regardless of race, color, religion, sex (including pregnancy, gender identity, sexual orientation, and gender-stereotyping), national origin, age (40 and older), disability, or genetic information.

The Arts Endowment resolves to:

- Foster an inclusive work environment that is free from discrimination and harassment.
- Ensure that all employees and applicants are given equal opportunity in all facets of employment programs, management practices, and decisions, including recruitment, hiring, merit promotion, transfer, reassignments, development and training, performance evaluation, and awards.
- Maintain policies and procedures for the prompt and fair processing of all complaints of discrimination and, if allegations are substantiated, to take appropriate action.
- Support the right of all employees to raise allegations of discrimination and harassment without fear of reprisal.
- Use alternative dispute resolution when requested by the complainant to address concerns in a prompt, fair, and objective manner.
- Provide reasonable accommodations for applicants and employees with disabilities in accordance with established law.

An employee or applicant who believes that he or she has been subject to discrimination or retaliation should contact, within 45 calendar days of the discriminatory event, the Office of EEO/Civil Rights in suite 2040, via 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 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 Arts Endowment is committed to equal opportunity. All managers, supervisors, and employees are encouraged to work together to ensure compliance with all EEO laws and regulations.