




**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL MARINE FISHERIES SERVICE  
1315 East-West Highway  
Silver Spring, MD 20910

THE DIRECTOR  
JAN 14 2003

MEMORANDUM FOR: All NOAA Fisheries Service Employees  
and Contract Employees

FROM:   
John Oliver  
Acting Assistant Administrator for Fisheries

SUBJECT: Equal Employment Opportunity Policy Statement

It is NOAA Fisheries policy to provide Equal Employment Opportunity (EEO) for all employees and applicants for employment regardless of their race, color, religion, sex, age, national origin, sexual orientation, and/or mental or physical disability. Pursuant to this policy, NOAA Fisheries prohibits discrimination in all aspects of its organization, including facilities and programs, personnel policies, technical program operations, and management practices. It is our goal to provide and maintain an accessible work environment that is free of all forms of discrimination, and free from reprisal or retaliation for engaging in protected EEO activity.

In addition to the above, it is expected that all NOAA Fisheries employees will perform their duties in a non-discriminatory manner. Discrimination, harassment or intimidation of any kind will not be condoned or tolerated. We must remain committed to maintaining a work environment that is free of retaliation and free of harassment. To ensure such an environment, managers and supervisors must continually monitor the work place, ensuring that any inappropriate action(s) are addressed immediately. Employees are encouraged to advise supervisors, managers, and/or the NOAA Fisheries EEO Program Manager of any discriminatory conduct affecting the workplace. Remember, any employee or applicant for employment, who believes that they are a victim of discrimination, should promptly notify the NOAA Office of Civil Rights at 301-713-0500 (voice) or 301-713-0982 (TDD). All allegations will be processed immediately and appropriate corrective action will be taken.

In the event of workplace disputes, all employees, supervisors and managers are reminded of the agency's Alternate Dispute Resolution (ADR) Program. This program has been designed to help individuals resolve conflicts as early as possible, in an appropriate and cost-effective manner at the lowest organizational level. This process can help improve communication and the quality of work life in NOAA Fisheries. For more information about the NOAA ADR program, please visit the ADR website at: <http://www.adr.noaa.gov>.

Finally, please remember, on October 1, 2003, the NO FEAR Act (Notification and Federal Anti-Discrimination and Retaliation Act 2002) made Federal agencies individually accountable for violations of anti-discrimination, whistleblower protection laws and retaliation. Therefore, any employee who believes that they have been subject to retaliation for EEO activity should immediately contact Al Corea, the Director of NOAA's Civil Rights office, on 301-713-0400. Employees who feel that have been the subject of retaliation for reporting fraud, waste, abuse and non-EEO illegal activities should contact the Department of Commerce's Office of the Inspector General at 1-800-424-5197 (voice) or 1-800-854-8407 (TDD), or the U.S. Office of Special Counsel at 1-800-872-9855 (voice) or 1-800-877-8399 (TDD).

If you have any questions regarding this policy, the ADR Program or the No FEAR Act Policy, please contact Natalie Huff, the National Program Manager for EEO and Diversity. She can be reached on 301-713-1456.

cc: DUS – Mary Glackin  
WFM – Eddie Ribas  
OCR – Alfred Corea

THE ASSISTANT ADMINISTRATOR  
FOR FISHERIES

