

October 1, 2007

MEMORANDUM TO: All Alcohol and Tobacco Tax and Trade Bureau Employees

FROM: Administrator

SUBJECT: Equal Employment Opportunity and Diversity Policy

As Administrator, I am reaffirming my commitment to incorporating the principles of Equal Employment Opportunity (EEO) and Diversity into the Alcohol and Tobacco Tax and Trade Bureau's (TTB) daily operations and decision-making. EEO is about ensuring that the work environment is free from unlawful discrimination and harassment, and provides employees with equal opportunities for jobs, training, and development. Valuing diversity is about accepting and integrating individuals from diverse backgrounds.

TTB is committed to providing a discrimination free work environment where employees are treated fairly and equally regardless of race, sex, age, color, religion, national origin, disability, reprisal, parental status, sexual orientation, or protected genetic information. It is imperative that all managers and supervisors fully comply with all laws governing equal employment opportunity practices, and assure that employees are free from any interference or reprisal for participating in the equal employment opportunity complaint process. All employees also must treat one another with respect and dignity. We all need to work together to maintain a work place that fosters mutual respect, honors differences, and provides equal opportunities for everyone. The continued success of our Bureau depends upon the sustained support and commitment of all managers, supervisors, and employees.

I also pledge to maintain a climate in which employees are valued and empowered to excel, and are provided with opportunities to achieve their full potential in support of TTB's mission. It is imperative that we move beyond simple tolerance of individual differences. We must integrate and leverage our unique perspectives to bring forward a diversity of views and methods in resolving problems and contributing to the achievement of TTB's goals.

In order to continue to flourish, TTB must uphold our commitment to providing equal employment opportunities for all employees and applicants for employment, and advance in our understanding and appreciation of diversity. By bringing together our differences, we create a nurturing environment where employees can thrive, thus resulting in a bureau of excellence.

A handwritten signature in cursive script, reading "John J. Manfreda". The signature is written in black ink and is positioned above the printed name.

John J. Manfreda