



JAN 19 2007

TO: All Employees
FROM: Director
SUBJECT: Equal Employment Opportunity Statement

The Indian Health Service (IHS) is fully committed to Equal Employment Opportunity (EEO) for all employees and applicants regardless of race, color, religion, gender, national origin, age, disability, or sexual orientation. Discrimination or acts of reprisal within the IHS will not be tolerated at any level.

As the IHS seeks to position itself to attract, develop, and retain a highly skilled workforce that can deliver results and ensure our nation's continued growth and prosperity, equal opportunity in the workplace is essential. This involves providing a workplace environment free of discrimination, with the necessary tools, training, and support systems that employees need to develop to their fullest potential. Each of us is responsible for creating a workplace that acknowledges each individual and treats everyone with respect, dignity, and professionalism.

Managers and supervisors have both a moral and legal responsibility to make equal opportunity a reality by fully implementing EEO policies and programs to address the employment concerns of all workers, including women, minorities, and people with disabilities. Ensuring a more diverse workforce means actively supporting Diversity Management/EEO staff, including the EEO Special Emphasis Program Manager and EEO Counselors. Managers and supervisors must also partner with Human Resources to recruit and retain qualified staff and applicants without regard to race, color, religion, gender, national origin, age, disability, or sexual orientation.

Discrimination is costly, nonproductive and affects everyone. Any IHS employee who tolerates or promotes discriminatory conduct/behavior, engages in reprisal, or acts in a manner contrary to this policy will be held accountable. Discriminatory conduct/behavior and reprisal will be subject to disciplinary action and may be considered an employee standard of conduct violation.

Managers and supervisors are encouraged to support the EEO program by utilizing the IHS Awards Program to recognize employees who advocate and fully support Equal Employment Opportunity program goals and objectives.

We must all work together to demonstrate fairness, cooperation, and respect toward our colleagues and customers, while diligently striving to maintain a productive and nondiscriminatory work environment. In accomplishing this, we will have a workplace that values employees and is free from discrimination.

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Any employee who believes that he/she has experienced discrimination should contact their local EEO office within 45 calendar days of the aggrieved action. A list of local EEO offices is available at the following web site: http://www.ihs.gov/AdminMngrResources/eo/EEO_Contacts.asp.

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