



NATIONAL
ENDOWMENT
FOR THE ARTS

A great nation
deserves great art.

The Nancy Hanks Center
1100 Pennsylvania Avenue NW
Washington, DC 20506-0001
202/682-5414
www.arts.gov

Dana Gioia
Chairman

MEMORANDUM

DATE: January 25, 2008

TO: All Employees

FROM: Chairman Dana Gioia

A handwritten signature in black ink, appearing to read "Dana Gioia".

SUBJECT: Equal Employment Opportunity

It is the policy and intent of the National Endowment for the Arts (NEA) to provide equality of employment opportunity for all persons, and to prohibit discrimination in all facets of employment. The NEA will ensure equal opportunity on the basis of merit and qualifications, without discrimination based on race, color, religion, age, national origin, gender, or disability. Discrimination on these bases is prohibited by the following: Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, and the Rehabilitation Act. The NEA will make reasonable accommodations for qualified applicants for employment and employees with physical or mental disabilities in accordance with the law. The NEA will provide all employees an environment free from sexual harassment and other harassment based on a characteristic protected by law (nonsexual harassment). The NEA will provide for the prompt and fair consideration of complaints of discrimination. The NEA is committed to implementing affirmative programs to carry out this policy.

I am committed to equal opportunity and encourage all managers, supervisors, and employees to work together to ensure that the NEA's operations include compliance with all Equal Employment Opportunity laws and regulations. Through recruitment, hiring, retention, promotion, and equitable assignments of work, we can work together to achieve and maintain a diverse and representative work force, free from discrimination.