

Memorandum

TO : All Employees

DATE: October 4, 2001

FROM : Chairman

SUBJECT : Workplace Tolerance of Arab-Americans and Muslims

Since the tragic events of September 11, there have been increased concerns about intimidation and harassment in the workplace directed at individuals who are or are perceived to be Arab-American or Muslim. I would like to encourage all employees to promote tolerance and avoid unlawful workplace discrimination based on national origin or religion.

Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment on the basis of race, color, religion, national origin, sex, and retaliation for filing a complaint. For example, Title VII precludes workplace bias based on the following:

- Religion, ethnicity, birthplace, culture, or linguistic characteristics;
- Marriage or association with persons of a national origin or religious group;
- Membership or association with specific ethnic or religious groups;
- Physical, linguistic or cultural traits closely associated with a national origin group, for example, discrimination because of a person's physical features or traditional Arab style of dress; and
- Perception or belief that a person is a member of a particular national origin group, based on the person's speech, mannerisms, or appearance.

For guidance from the Equal Employment Opportunity Commission ("EEOC") on this matter, you can visit EEOC's Web site at www.eeoc.gov. If you have any questions, please call Alice Blackmon at 523-5806.

(signed)
Harold J. Creel, Jr.

Distribution: E-Mail