

July 1, 2005

**MEMORANDUM TO ALL DEPARTMENT OF EDUCATION EMPLOYEES**

**FROM:** Secretary Margaret Spellings

**SUBJECT:** Nondiscrimination Policy

I would like to take this time to reaffirm the Department's commitment to nondiscrimination in the workplace. The Department of Education has one of the most diverse workforces in the federal government. Nevertheless, we have an even greater duty to strengthen the Department's record to ensure that equal opportunities in employment are afforded to everyone, regardless of race, color, religion, gender, sexual orientation, national origin, age or disability. This means providing for a workplace that is free of discrimination, hostility, sexual harassment, and barriers to accessibility for persons with disabilities.

All Department employees, especially managers and supervisors, have a responsibility to abide by the principles and spirit of equal employment opportunity. The Department will not tolerate discrimination or sexual harassment in any form. If an employee feels that he or she has been discriminated against and wants to seek recourse, he or she should first take the matter to the Informal Dispute Resolution Center, where the initial phase of the equal employment opportunity complaints process is now administered.

I am confident that we will succeed in providing an even better work environment for all employees as we work together toward meeting our education priorities. Thank you for your continued support.