

September 7, 2011

MEMORANDUM TO ALL DEPARTMENT EMPLOYEES

SUBJECT: Equal Employment Opportunity Policy Statement

As the Secretary of Education, I believe that providing an equal employment opportunity (EEO) to all employees and applicants for federal employment is an integral part of the Department of Education's (ED's) mission of ensuring that every individual has equal access to educational opportunities. EEO is the law; therefore, ED will not tolerate discrimination on the basis of race, color, age, national origin, sex, gender identity, religion, disability, genetic information, sexual orientation, marital status, political affiliation, status as a parent, or retaliation for opposing discriminatory practices and/or participating in the discrimination complaint process.¹ This applies to all personnel practices and terms and conditions of employment including, but not limited to, recruitment, hiring, promotions, transfers, reassignments, training, career development, benefits, and separation.

Agency officials, managers, and supervisors must continue to work with employees to identify and eliminate barriers to EEO in the workplace so that all employees and applicants for federal employment are afforded equal opportunities to attain federal employment and to reach their full potential. Promoting EEO in the workplace supports ED's goal of being a model employer able to attract and retain a highly skilled and diverse workforce.

In accordance with the U.S. Equal Employment Opportunity Commission's regulations and guidelines and the Administrative Dispute Resolution Act of 1996, ED promotes the use of alternative dispute resolution methods to informally resolve workplace disputes or EEO complaints. For additional information on the alternative dispute resolution process, please contact the Office of Management, Alternative Dispute Resolution Center by e-mail at ADR_CENTER@ED.GOV, or by telephone at (202) 219-0955.

Employees who believe that they have been discriminated against on the basis of race, color, age, national origin, sex, gender identity, religion, disability, genetic information, sexual orientation, marital status, political affiliation, or status as a parent, or in retaliation for opposing discriminatory practices and/or participating in the discrimination complaint process, should also contact the Office of Management, Equal Employment Opportunity Services at OM_EEOS@ED.GOV, or (202) 401-3560, within 45 calendar days of the alleged discriminatory event(s).

¹ Anti-discrimination laws enforced by the Equal Employment Opportunity Commission do not specifically prohibit discrimination based on sexual orientation, gender identity, status as a parent, marital status, or political affiliation. However, ED has an internal policy that permits employees to raise such complaints with EEO.

We must continue to take personal responsibility and work together to eliminate discrimination and barriers to EEO in the workplace, and to foster a talented, skilled, and diverse workforce that is reflective of our nation.

/s/

Arne Duncan