

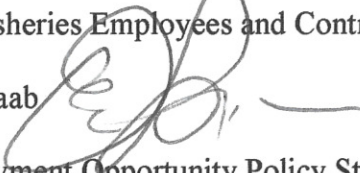


**UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration**

NATIONAL MARINE FISHERIES SERVICE
1315 East-West Highway
Silver Spring, Maryland 20910

THE DIRECTOR

DEC 22 2011

MEMORANDUM FOR: All NOAA Fisheries Employees and Contract Employees
FROM: Eric C. Schwaab 
SUBJECT: Equal Employment Opportunity Policy Statement

The NOAA Fisheries Service (NMFS) joins Under Secretary Lubchenco in reaffirming its commitment to ensuring a workplace that is free of discrimination. As you know, under strict laws enforced by the Equal Employment Opportunity Commission, it is illegal to discriminate against anyone, whether the individual is an applicant or an employee, because of their race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. **NOTE:** Executive Order 13087 prohibits discrimination based on sexual orientation in the federal workforce. Retaliation against anyone who initiates a discrimination complaint, serves as a witness, or otherwise opposes discrimination is also prohibited.

As we move into the New Year, it is my expectation that all supervisors and managers within NMFS affirm and actively support and promote this policy. Those who fail to do so will be held accountable. Any employee who believes they are a victim of discrimination and/or retaliation, in any form, is urged to bring the matter to the attention of management, the NMFS Program Director for EEO and Diversity, or the NOAA Civil Rights Office immediately. **Remember:** An aggrieved person must initiate contact with an EEO Counselor within the NOAA Civil Rights Office within 45 days of the date of the matter alleged to be discriminatory or, in the case of personnel actions, within 45 days of the effective date of the action.

In the event of workplace disputes, employees, supervisors and managers are once again reminded of NOAA's Alternative Dispute Resolution (ADR) Program. The ADR program has been designed to help improve communication while resolving conflicts as early as possible in an appropriate, cost-effective manner. To learn more about NOAA's ADR program or to request mediation, please visit <http://www.adr.noaa.gov/> or send an e-mail to <http://www.adr.noaa.gov/ADR-CGI/request.pl>

If you have any questions regarding this policy, and/or the ADR program, please contact Natalie Huff, the NMFS National Program Director for EEO and Diversity, on 301-427-8025.

cc: Joseph Hairston, Director, NOAA Civil Rights Office
Sandra R. Manning, Director for Workforce Management

THE ASSISTANT ADMINISTRATOR
FOR FISHERIES

