



February 2015

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**


As Director of the Naval Criminal Investigative Service (NCIS), I am committed to fostering a culture of respect, trust, and confidence by maintaining high professional standards and by ensuring equal opportunity for all members of our workforce. I will ensure that all programs that recruit, select, train, develop, promote, and reward employees are conducted in a fair and consistent manner, solely on the basis of merit.

My goal is to create and maintain a positive work environment in which diversity is valued and discrimination and harassment are not tolerated. All employees will have an equal opportunity to reach their maximum potential. No employee will be denied equal opportunity because of race, color, religion, national origin, sex, age, disability, genetic information, or any other non-merit factor. By adhering to the principles of equal opportunity, our leaders, managers and supervisors will inspire and maintain the confidence of our employees and those we serve. By maintaining sensitivity to our cultural differences and valuing the contributions by each member of our team to the accomplishment of our mission, all employees will contribute to a positive work environment.

I will ensure that we maintain a work environment in which an employee may bring an EEO concern to leadership without fear of reprisal; a work environment in which communication and dialogue is encouraged; a work environment in which conflicts and complaints are resolved in a prompt, impartial and constructive manner.

I am depending on our managers and supervisors to provide all employees with an equal opportunity for training, career development and incentive awards, and to provide reasonable accommodations for employees with disabilities. I am depending on all of you to prevent and promptly correct harassing conduct in the workplace.

I am confident that together we can create a model work environment in which all employees have an equal opportunity to contribute their unique skills and talents to fulfilling our mission to protect and serve the men and women of the United States Navy and Marine Corps.

  
**ANDREW TRAVER**  
Director, NCIS