



INTERNATIONAL
TRADE
ADMINISTRATION

EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY POLICY STATEMENT

/Reaffirmed – April 2019/

The [International Trade Administration's](#) (ITA) mission is of critical importance to our nation. ITA's strength is in its people, a group of outstanding and committed individuals who have made ITA an international leader in the field of commerce and trade. Our people are our greatest asset.

Aligning with the Department's policy on Equal Employment Opportunity, it is important that we continue to foster a culture of inclusion and respect at ITA and promote an environment that embraces diversity and allows every employee to succeed up to his or her full potential. We will provide all of our employees and future workforce with [equal employment opportunity](#) (EEO) in areas such as hiring, professional career growth, promotion, leadership development, and training.

ITA is committed to equal opportunity and will not tolerate discrimination or harassment (verbal or physical conduct) based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age (40 years of age and over), genetic information or disability, including the provision of reasonable accommodations for qualified applicants and employees with disabilities. Retaliation against those who initiate discrimination complaints, serve as witnesses, or otherwise oppose discrimination and harassment is also strictly prohibited. We continually strive to be an employer where individual differences are valued and contribute to the overall mission of the organization. Any misconduct actions that can create a hostile, intimidating or offensive environment, including racial or sexual epithets, foul language, unwanted sexual flirtations, ethnic jokes, derogatory statements, posters, drawings, slurs, or improper touching will not be tolerated in our respectful workforce. ITA managers and supervisors are responsible for preventing, documenting, and promptly correcting harassing conduct in the workplace. Managers will be held accountable if they fail to prevent, document or promptly correct harassing conduct in the workplace.

ITA seeks to resolve workplace conflicts in a timely, impartial, confidential, nondiscriminatory, and constructive manner. Employees should understand existing policies, procedures, and guidance including what should be done on a conduct matter. ITA's [Employee Code of Conduct Guidelines](#) (intranet) serves this purpose.

To ensure that we achieve this important goal, we reaffirm our commitment to promote and practice equal employment opportunity and inclusiveness within our ITA workforce. This commitment ensures that ITA will conduct all its employment practices in a nondiscriminatory and harassment-free environment. Managers, supervisors, and employees must work together to reflect our commitment to EEO. We will make every effort to reasonably accommodate people with disabilities and cooperate with agency officials in all aspects of the discrimination complaint process. These are sound management practices which ensure that the best and brightest individuals are part of the ITA team and reflect the diversity of our nation.

As an employee, it is important to understand your EEO rights, the [discrimination-complaint process](#), [anti-harassment policy](#), and the Department's [reasonable accommodation policy](#). If you believe you have been subjected to unlawful discrimination, please contact Bonnie Worthy, ITA's EEO Officer, at bworthy@doc.gov, or on (202) 482-8121 within 45 days of any action believed to be discriminatory. Should you believe you have been subjected to unlawful discrimination, you may contact the DOC [Office of Civil Rights](#) for assistance.

I fully support the EEO program and I expect each ITA manager, supervisor, and employee to fully comply with all civil rights laws.

Gilbert B. Kaplan

Under Secretary of Commerce for International Trade