



August 8, 2024

MEMORANDUM FOR ALL FRTIB EMPLOYEES

FROM: RAVINDRA DEO
EXECUTIVE DIRECTOR

SUBJECT: Equal Employment Opportunity (EEO) Policy Statement

As Executive Director, I am firmly committed to maintaining a work environment where equal access to employment opportunities are assured to all FRTIB employees and job applicants. FRTIB does not tolerate discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 years or older), disability, genetic information (including family medical history), or retaliation. In addition, FRTIB does not tolerate retaliation for opposing or exposing discriminatory practices, requesting accommodations or participating in the EEO process.

All employees and job applicants have the right to work or advance on the basis of merit, free from social, personal, or institutional barriers of prohibited discrimination. Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfers, reassignments, training and career development, benefits, and separation.

The FRTIB supports the rights of all employees to seek redress under the processes established through civil rights statutes. Individuals who perceive they are being subjected to discrimination should report the matter to an appropriate official within 45 calendar days of the date of the alleged discriminatory event. Procedures for reporting and processing discrimination complaints are set forth in FRTIB EEO Policy and Procedures and Equal Employment Opportunity Commission Management Directives.

It is imperative that all managers and supervisors fully comply with all laws governing EEO practices and assure employees are free from any interference or reprisal for participating in the EEO complaint process. Additionally, **all** FRTIB employees are expected to help promote a work environment that is free from discrimination and the agency has zero tolerance for workplace harassment. FRTIB is very supportive of every employee and allows all employees to reach their full potential.

The Office of Resource Management oversees administration of an impartial and effective EEO process to receive, investigate, and seek resolution of complaints of employment discrimination at the earliest possible stage.

Please do not hesitate to contact Don Sapp EEO Manager, at 202-864-8536 (Office), 202-748-2422 (Cell) or Donald.Sapp@FRTIB.gov, if you have any questions or require further information regarding equal employment opportunity matters.