



EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY POLICY STATEMENT

/Reaffirmed January 2012/

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 resource.

It is important that we continue to foster a culture of inclusion and respect at ITA, and promote a culture that embraces diversity and allows each and 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 growth, promotion, leadership development, and training.

To ensure that we achieve this important goal, we reaffirm our commitment to promote and to practice equal employment opportunity and inclusiveness within our ITA workforce. ITA is committed to equal opportunity for all persons regardless of race, color, sex, national origin, religion, age, disability, and sexual orientation. We also pledge freedom from retaliation for participation in the equal employment opportunity process. This commitment ensures that ITA will conduct all of its employment practices in a nondiscriminatory manner.

Managers, supervisors, and employees must work together to reflect our commitment to EEO. This includes increasing the employment and advancement opportunities of those groups that are underrepresented in the workforce by actively seeking creative methods to improve our outreach efforts. We will make every effort to reasonably accommodate people with disabilities and cooperate with agency officials in all aspects of the discrimination complaint process. EEO is a sound management practice, which helps ensure that the best and brightest people are chosen for the ITA team, resulting in a workforce that reflects the diversity of our nation.

As an employee, it is important to understand and use, when necessary, the [discrimination-complaint process](#) and understand the [reasonable accommodation policy](#) and seek the assistance of an [EEO representative](#) without fear of retaliation. Should you believe you have been the victim of unlawful discrimination, you may contact the DOC [Office of Civil Rights](#).

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

/s/

Francisco Sánchez

Under Secretary of Commerce for International Trade