



U.S. OFFICE OF SPECIAL COUNSEL

Memorandum

TO: All Employees and Applicants for Employment

FROM: Carolyn Lerner
Special Counsel

DATE: March 23, 2012

SUBJECT: Diversity and Equal Employment Opportunity Statement

The Office of Special Counsel (OSC) benefits from the many different and distinctive individuals who comprise its workforce. Diversity enhances our ability to accomplish our mission by bringing together people with a wide range of skills, views, and experiences. It is therefore OSC's continuing policy to provide equality of employment opportunity for all persons, irrespective of race, color, religion, age, national origin, sex (including pregnancy and gender identity), sexual orientation, parental or marital status, political affiliation, military service, family medical history, genetic information, or physical or mental disability, or any other non-merit factor. This commitment applies in all facets of employment, including hiring practices, performance appraisals and training and career developments programs. OSC managers and supervisors are expected to prevent, document, and promptly correct harassing conduct in the workplace.

We must also ensure that agency employees who believe they have been discriminated against are fully able to exercise their right to file an Equal Employment Opportunity (EEO) complaint or grievance, or otherwise oppose unlawful discrimination, without fear of retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in a protected activity, whistleblowing, or the exercise of any appeal or grievance right provided by law will not be tolerated. Our commitment to diversity and equal employment opportunity requires more than mere compliance and tolerance. We must continue to meet not only the letter of the law, but also its spirit, by creating and maintaining a work environment that provides equality of opportunity for everyone.

Together, we can continue OSC's commitment to maintain a work environment in which no individual is advantaged or disadvantaged for being different and where all employees have the opportunity to develop their potential and contribute fully to the agency. Pursuant to OSC's Directive No. 51, any employee who feels that he or she

has been subjected to discrimination or retaliation should consult an agency EEO counselor within 45 days of the effective date of the matter alleged to be retaliatory. OSC's EEO counselors are listed on the agency's intranet under the heading "Equal Employment Opportunity Program." As set forth under Directive No.51, employees may request alternative dispute resolution (ADR) at any time during the EEO process. If the dispute is not resolved during the counseling stage or through ADR, employees may file a formal complaint with OSC's EEO Director Shirine Moazed.