



U.S. Department of Justice

Executive Office for United States Attorneys

Office of the Director

Room 2261, RFK Main Justice Building
950 Pennsylvania Avenue, NW
Washington, DC 20530

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Memorandum – Sent via Electronic Mail

DATE: March 21, 2019

TO: ALL UNITED STATES ATTORNEYS
ALL FIRST ASSISTANT UNITED STATES ATTORNEYS
ALL ADMINISTRATIVE OFFICERS
ALL EOUSA EMPLOYEES

FROM: James A. Crowell IV
Director

SUBJECT: Equal Employment Opportunity/Anti-Discrimination Policy of the United
States Attorneys' Offices and the Executive Office for United States Attorneys

ACTION REQUIRED: Disseminate to All Employees

CONTACT PERSON: Julie S. Lu
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Equal Employment Opportunity/Diversity Management Staff
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The United States Department of Justice is an Equal Opportunity Employer. As vital components of the Department, the United States Attorneys' offices (USAOs) and Executive Office for United States Attorneys (EOUSA) must continue to promote fairness, inclusiveness, and equal employment opportunity (EEO) policies and practices to ensure that employment decisions are based solely on merit, that discrimination in employment is not tolerated, and that steps are taken to prevent harassment, including sexual or non-sexual harassment, as well as harassment based on reprisal within the workplace.

Each year, we renew our commitment to promote the EEO policies of the Department, USAOs, and EOUSA. Accordingly, please take this time to disseminate the attached EOUSA EEO/Anti-Discrimination Policy to your employees.

Attachment

cc: All United States Attorneys' Secretaries

EOUSA EEO / ANTI-DISCRIMINATION POLICY

It is the policy of the United States Attorneys' offices (USAOs) and the Executive Office for United States Attorneys (EOUSA) to provide equal employment opportunity (EEO) solely on the basis of merit. In strictly adhering to civil rights laws, federal regulations, governing executive orders, and the Department's EEO policy, we will not discriminate against any individual based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability (physical or mental), protected genetic information, status as a parent, marital status, political affiliation, any other non-merit factor, or reprisal for prior EEO activity. We believe the USAOs and EOUSA must incorporate this policy into every aspect of our organization and promote fairness, equality, opportunity and inclusiveness in the workplace by:

- Ensuring all employees are aware of their rights and responsibilities under the law and how to identify and eliminate barriers to equal employment;
- Fostering an inclusive work environment that embraces diversity of opinion and background and is free of discrimination and harassment;
- Ensuring that no employee or applicant is denied equal employment opportunity because of race, color, religion, national origin, sex or sexual orientation, gender identity, age, disability (physical or mental), genetic information, status as a parent, marital status, political affiliation, or any other impermissible factor;
- Establishing and maintaining policies and procedures that afford employees and applicants the right to raise allegations of discrimination and harassment without fear of reprisal, and to respond quickly and appropriately when allegations surface;
- Promoting the use of alternative dispute resolution (ADR) to actively engage employees and management personnel in efforts to resolve workplace disputes, concerns, and complaints;
- Recruiting, hiring, training, rewarding, and promoting employees and applicants in a fair and consistent manner, in accordance with merit system principles;
- Providing reasonable accommodations for employees and applicants with disabilities in accordance with established law and Department of Justice procedures; and
- Holding supervisors and managers accountable for implementing this policy, as well as the Department of Justice's EEO policy.

As employees, we must promote these core principles of equal employment opportunity to ensure our nation is served by the most viable, talented, and effective workforce possible.

Date:

3-21-19



James A. Crowell IV, Director