



May 21, 2021

Policy Statement on Equal Employment Opportunity and Harassment

The United States has a number of laws in place to protect employees and job applicants from discrimination. The Department of State is deeply committed to following those laws because we believe our workplace must be one in which everyone is given an equal opportunity to succeed and contribute and everyone is treated with equal respect and dignity.

We will:

- Stand up against discrimination, intolerance, and harassment.
- Prevent unlawful discrimination and operate free from bias in every phase of the employment process, including recruitment, hiring, training, reviews, and promotions.
- Protect employees from unlawful retaliation and ensure they can contribute to the fullest.
- Provide reasonable accommodations for qualified employees, applicants with disabilities, and those with sincerely held religious beliefs, observances, and practices.
- Resolve workplace conflicts, confrontations, and complaints in a prompt, respectful, impartial, constructive, and timely manner.

Equal Employment Opportunity (EEO)

The Department of State does not permit employment discrimination on the bases of race, color, religion, national origin, sex (including pregnancy, sexual orientation, and gender identity), age (40 or older), disability, or genetic information, or retaliation for opposing discriminatory practices or participating in the discrimination complaint process. This applies to all terms and conditions of employment, including recruitment, hiring, promotions, transfers, reassignments, training, career development, benefits, and separation.

We will provide reasonable accommodations to qualified individuals with disabilities and accommodations for religious practices upon an individual's request, in accordance with applicable laws and procedures.

For Civil or Foreign Service employees or contractors to preserve their rights in the formal EEO process, they must contact the Office of Civil Rights or an EEO Counselor within 45 calendar days of the date of the alleged discriminatory act—or within 45 calendar days of becoming aware of having a reasonable suspicion of the alleged discriminatory act.

Harassment

The Department of State takes seriously all allegations of all forms of harassment, including discriminatory and sexual harassment. Harassment by or against Department of State employees, applicants for employment, contract employees, and others is prohibited.

All employees have a responsibility to help maintain a work environment that is free from sexual and discriminatory harassment. We particularly expect supervisors to uphold and model professional behavior.

In accordance with 3 FAM 1525/1526, allegations of sexual and discriminatory harassment will be investigated and addressed. Retaliation against any employee for reporting allegations of harassment—or for assisting in any inquiry about such a report—is strictly prohibited. Leaders, managers, and supervisors have a responsibility to address the behavior allegations of harassment or retaliation in a prompt and diligent manner by reporting those allegations to S/OCR. Those found to have violated this commitment and engaged in harassment or retaliation, who have failed to properly report such allegations, or who have harassed others may, in appropriate circumstances, be held accountable and disciplined.

Employees who believe they are being subjected to workplace harassment—or who observe, are informed of, or reasonably suspect or think they are witnessing incidents of it—should immediately report the behavior to their supervisor and/or a representative from the Office of Civil Rights (S/OCR). Supervisors are required to immediately report such incidents to S/OCR whether the incident was in or outside of their chain of command. S/OCR is the office responsible for investigating harassment and can explain employees' rights in pursuing a harassment inquiry and/or an EEO complaint. Harassment should be reported to S/OCR no matter when it occurred.

Join me in building a workplace culture free of bias, discrimination, and harassment, where everyone is valued, respected, and given an equal chance to succeed, contribute, and lead.

A handwritten signature in black ink that reads "Antony Blinken". The signature is written in a cursive, slightly slanted style.

Antony J. Blinken