

## Memorandum

**TO :** All Employees

**DATE:** August 31, 2009

**FROM :** Chairman

**SUBJECT:** 2009 Equal Employment Opportunity and Diversity Policy Statement

The Federal Maritime Commission (FMC) is committed to promoting and maintaining an environment that promotes equality of opportunity for all its employees and applicants for employment. This includes prohibiting discrimination based on race, color, religion, sex, national origin, age, mental and or physical disability, and sexual orientation.

This policy statement covers all personnel/employment policies and procedures and management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfers, reassignments, training, career development, and benefits. In addition, workplace harassment will not be tolerated, and allegations of harassment will be immediately investigated. Where allegations are substantiated, appropriate action will be taken.

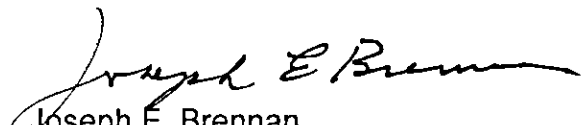
The Commission also strives to provide a workplace that is free from retaliation in accordance with the Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (No FEAR Act), Public Law 107-174. It is the policy of the Commission to ensure that all employees are informed of their right to discrimination and whistleblower protection without fear of reprisal. The FMC Office of Equal Employment Opportunity insures that all new employees receive the No FEAR Act training within 90 days after accepting employment at the Commission.

In the event of any workplace dispute, I encourage all supervisors, managers and employees to seek resolution of their dispute through the use of Alternative Dispute Resolution (ADR) orchestrated by the FMC Equal Employment Opportunity Office. As a viable alternative to the EEO process, ADR is an excellent vehicle for resolving conflicts by providing an effective forum for communication and an environment that strives to reach equitable solutions. This cost-effective approach can also significantly reduce the number of employee grievances and EEO complaints while also help enhance the quality of work life at the Commission.

As the Commission seeks to position itself to attract, develop, and retain a more highly skilled diverse workforce capable of delivering results and ensuring our nation's continued growth and prosperity, equal opportunity in the workplace is essential. This involves providing a workplace free of discrimination, with the necessary tools, training, and support systems that employees need to develop to their fullest potential. Each of us is responsible for creating a workplace that acknowledges each individual and treats everyone with respect, dignity, and professionalism.

Managers and supervisors have both a moral and legal responsibility to make equal opportunity a reality by fully implementing EEO policies and programs to address the employment concerns of all workers, including women, minorities, and people with disabilities. Ensuring a more diverse workforce means actively supporting workforce diversity, EEO staff, including EEO Special Emphasis Programs, and EEO counselors. Managers and supervisors are encouraged to lend their expertise in partnering with Human Resources to assist in the recruitment and retention of qualified staff. Diversity enhances the Commission's ability to accomplish its mission by bringing people together with a wide range of skills, approaches, and experiences.

All employees play an important role in maintaining an environment of equal opportunity, and must treat all colleagues with dignity, respect and professionalism. As chairman, I support the Commission's commitment to equal employment opportunity and diversity and hold every employee accountable for the achievement of this policy objective.



Joseph E. Brennan  
Acting Chairman