

Memorandum

TO: All Employees

DATE: June 3, 2025

FROM: Chairman Louis E. Sola



SUBJECT: Equal Employment Opportunity Policy Statement

This Equal Employment Opportunity (EEO) Policy Statement is an annual reminder that all FMC employees (including former employees), and applicants for employment are covered by federal laws and Presidential Executive Orders designed to safeguard federal employees (including former employees) and job applicants from discrimination on the basis of race; color; religion; sex; national origin; age; disability; genetic information; pregnancy, childbirth, or related medical conditions; or retaliation for opposing discrimination or participating in the EEO complaint process. These protections extend to all management practices and decisions, including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.

Consistent with these obligations,

- The Federal Maritime Commission (FMC) shall promote the full realization of EEO through a continuing affirmative program grounded in merit principles;
- The FMC provides reasonable accommodations to employees and applicants with disabilities; known limitations related to pregnancy, childbirth, or related medical conditions; and for sincerely held religious beliefs, observances, and practices;
- The FMC does not permit any form of harassing conduct, either sexual or non-sexual in nature, by anyone in the workplace. It is the policy of the Commission to maintain a work environment free from any form of harassing conduct; and
- The FMC will not tolerate retaliation/reprisal against any employee or applicant who engages in protected activity, such as reporting or opposing discrimination or harassment, participating in the EEO process, or requesting a reasonable accommodation. Importantly, the FMC will take prompt action when an FMC employee, agent of FMC, or non-employee is found to have engaged in discrimination, retaliation, or harassment (including sexual harassment).

The work to ensure that FMC is a model employer begins with knowing and understanding our rights as well as our responsibilities within the workplace. I encourage all employees to review the following resources outlining policies and procedures to prevent and address unlawful discrimination, harassment and retaliation, and to provide reasonable accommodations, and personal assistance services:

- FMC's EEO Policy is outlined in [Commission Order 52](#). Any FMC employee or applicant who believes they have faced discrimination, harassment, or retaliation on a protected EEO basis should contact an EEO Counselor or the Office of Equal Employment Opportunity within 45 calendar days of the incident. To contact an EEO Counselor, please call (202) 523-5859 or email EEO@fmc.gov.
- FMC's Anti-Harassment Procedures, outlined in [Commission Order 128](#), provide additional mechanisms for addressing workplace harassment, separate from the EEO complaint process. Any person who believes that he or she has been harassed or witnessed harassing conduct should report the incident to his/her supervisory chain, Inspector General, HR Director or the EEO Director.
- [Commission Order 58](#) outlines our procedures for providing reasonable accommodations and personal assistance services for employees with known limitations related to pregnancy, childbirth, or related medical conditions; and for sincerely held religious beliefs, observances, and practices. The Reasonable Accommodations Coordinator may be reached at: Reasonable_Accommodations@fmc.gov.
- As appropriate, employees and applicants also may contact the FMC Inspector General at 202-523-5865 or email to OIG@fmc.gov; the Office of Special Counsel (OSC) at (202) 804-7000 or email to: Info@osc.gov; or the Merit Systems Protection Board (MSPB) at (202) 653-7200 or email to: MSPB@mspb.gov. Further information on both OSC and MSPB processes is available at OSC.gov and MSPB.gov websites.

As Chairman of the FMC, I am personally committed to ensuring all employees and applicants are treated with dignity and respect and that all employees will have the freedom to compete on a fair and level playing field. It is incumbent upon all of us to ensure that the FMC is a model employer and serves as an example of equal opportunity. Each of us must take responsibility for implementing the Commission's EEO Policy and cooperating fully in its enforcement. In so doing, we reaffirm our collective commitment to a workplace free of unlawful discrimination, harassment, and retaliation.