



MEMORANDUM

TO: All USTDA Employees

FROM: Enoch T. Ebong, Director

DATE: January 2, 2024

SUBJECT: USTDA Commitment to Equal Employment Opportunity

I am proud to re-affirm this agency's commitment to a diverse workplace and to Title VII of the Civil Rights Act of 1964, as amended, which guarantees equal employment opportunity for all employees and applicants for employment without regard to race, color, religion, national origin, sex, age, disability, or reprisals. To that end, I pledge that:

USTDA will not tolerate discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), genetic information (including family medical history), disability, or reprisals in the employment, development, advancement or treatment of employees or applicants.

All employees, without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), genetic information (including family medical history), disability, or reprisals shall have equal opportunity to be considered for assignments and, as appropriate, training opportunities that are compatible with their career development.

1. USTDA will maintain a work environment that is free of any form of unlawful discrimination. USTDA is committed to providing prompt, fair and impartial review of all discrimination complaints.
2. USTDA is committed to provide reasonable accommodations for qualified employees and applicants with disabilities.
3. USTDA is committed to resolve workplace conflicts and complaints in a prompt, impartial and constructive manner without reprisal. USTDA will not tolerate workplace harassment and allegations of such harassment will be investigated, and, where allegations are substantiated, appropriate action will be taken.
4. USTDA's EEO Policy covers all personnel/employment programs, management practices, and decisions, including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training, and career development, benefits, and separations.

It is USTDA's policy that retaliation against any employee for reporting harassment or discrimination, or for assisting in any inquiry about such a report will not be tolerated.

Leadership is key to promoting a workplace that operates on principles of equity, fairness and inclusion. Accordingly, I direct that every USTDA senior manager and supervisor ensure that they and their subordinates adhere to these principles.

USTDA's EEO Policy (attached to this email), which sets forth the agency's equal employment opportunity policies and procedures in detail to include the *Policy Prohibiting Sexual Harassment*, the *Reasonable Accommodations Policy*, *EEO Staff Members Listing*, *Alternative Dispute Resolution Procedures* and *Authorities Sources and Resources*, is posted on USTDA's external website at <https://ustda.gov/equal-employment-opportunity-data/>, and the USTDA intranet at [Equal Employment Opportunity](#).

I encourage you to review the policy, and if you have any questions, do not hesitate to contact the agency's Acting EEO Officer, **Matt Cox** (mcox@ustda.gov), or agency's EEO Counselors, **Afua Serwah-Asibey** (aasibey@ustda.gov), **Francesca Sasso** (fsasso@ustda.gov), or **Keith Eischeid** (keischeid@ustda.gov).

A handwritten signature in blue ink, reading "Enoch T. Ebong", with a long horizontal flourish extending to the right.

Enoch T. Ebong
Director