



MEMORANDUM FOR: All OAR Employees  
FROM: Dr. Cisco Werner, Acting Assistant Administrator  
SUBJECT: Equal Employment Opportunity Policy Statement

Thank you all for your warm welcome to OAR during my first months on board. During my first weeks as Acting AA, I have felt privileged to every day learn more about OAR's mission and accomplishments. The contributions that OAR makes are profoundly impactful for the Nation and the world. Our work is made even richer and more valuable when it is informed by diverse backgrounds, experiences, and perspectives. Diversity at all levels is paramount to OAR's continued success. We have made very intentional efforts throughout OAR to better diversify our workforce. Because this is a priority for our senior leaders, we continue to include Diversity, Equity, Inclusion, and Accessibility (DEIA) as a focus area at all of our major leadership meetings. As we all strive to make our workplace more equitable and inclusive, the information below is a reminder of the relevant laws and policies.

We all have a responsibility to adhere to the equal employment laws, regulations, and statutes that govern the Federal Government. It is unlawful to discriminate against employees and applicants for employment based on race, color, religion, sex, national origin, age, disability, sexual orientation including gender identity, and genetic information. It is unlawful to retaliate against employees for exercising their right to engage in the Federal EEO Complaint Process, either as a complainant or a witness in an investigation or a lawsuit. All employees and applicants for employment shall be treated fairly and equitably.

Any employee who believes they are the victim of discrimination should promptly notify the NOAA Office of Inclusion and Civil Rights (OICR) within 45 calendar days of the alleged discriminatory event or 45 days of becoming aware of the alleged discriminatory event at 301-713-0500, 301-713-0982 (TDD) or 1-800-452-6728. You may also visit the OICR website at [www.eeo.noaa.gov](http://www.eeo.noaa.gov). If an employee is found to have discriminated against another employee, they may be subject to disciplinary action, pursuant to DAO 202-751, which can be found at [https://www.osec.doc.gov/opog/dmp/daos/dao202\\_751.html](https://www.osec.doc.gov/opog/dmp/daos/dao202_751.html).

As of November 2, 2018, it is mandatory for managers and supervisors to participate in the Alternative Dispute Resolution (ADR) Process, if an employee elects to have mediation to resolve their EEO Complaint. ADR is a valuable tool designed to resolve EEO disputes at the lowest possible level. Trained and certified mediators are used in the ADR process. You may learn more about the ADR Program at <https://www.noaa.gov/organization/administration/nao-202-715-noaa-alternate-dispute-resolution-program>

If you have any questions regarding this EEO Policy Statement, please contact the OAR EEO/Diversity Program Manager, Nicole S. Mason, via email at [Nicole.mason@noaa.gov](mailto:Nicole.mason@noaa.gov).

