



U.S. ABILITYONE COMMISSION

August 27, 2024

MEMORANDUM

TO: All U.S. AbilityOne Commission Employees

FROM: Kimberly Zeich, Executive Director

SUBJECT: Equal Employment Opportunity (EEO) Policy Statement

I want to take this opportunity to affirm the U.S. AbilityOne Commission's (Commission) commitment to equal employment opportunity for everyone. Our collective goal is to prevent and address workplace discrimination and retaliation to create and maintain a world-class workplace where all employees and applicants for employment with the Commission are treated in a fair and equitable manner.

The Commission is dedicated to ensuring equal employment opportunity for all employees and applicants for employment. All employees of and applicants for employment with the Commission are to be treated equitably, without retaliation/reprisal and without prejudice in accordance with the laws, regulations, Executive Orders, policies, and guidance that prohibit discrimination in the Federal workplace based on any of the following:

- (1) Race
- (2) Color
- (3) Religion
- (4) Sex – including pregnancy, sexual orientation, gender identity, and sex role stereotyping
- (5) National origin
- (6) Retaliation
- (7) Age (beginning at age 40)
- (8) Disability
- (9) Genetic information (including family medical history)
- (10) Pregnancy accommodation
- (11) Parental Status
- (12) Marital status
- (13) Political Affiliation
- (14) Retaliation/reprisal for protected EEO activity

Additionally, the Pregnant Workers Fairness Act went into effect on June 27, 2023. This law requires agencies to provide reasonable accommodations to employees' known limitations related to pregnancy, childbirth, or related medical conditions unless such an accommodation would pose an undue hardship to the agency.

All Commission employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition. The Commission will continue to establish a workforce reflective of the nation's diversity. The Commission will take full advantage of talent from underserved communities. We are committed to both physical and digital accessibility. Equal employment opportunity covers all personnel/employment programs, management practices, and decisions, including but not limited to recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation. The Commission is invested in the career development of all staff and achieving training equity for each employee's personal developmental goals.

The success of the Commission's mission depends upon the full commitment of everyone in supporting EEO laws. The Commission remains proactive in ensuring equal opportunity for all individuals, while fostering a work environment free of discrimination and harassment. We must strive for an environment where employees and supervisors are able to communicate openly without fear of reprisal. Discriminatory conduct will not be condoned or tolerated in any form. Each of us will be held accountable for our actions in ensuring equal opportunity. Workplace harassment will not be tolerated, and the agency will correct the harassing conduct before it becomes severe or pervasive.

Differences and disputes will be resolved in a fair and timely manner. All managers are encouraged to use positive problem-solving approaches to handle discrimination complaints at the earliest opportunity. When appropriate, I encourage everyone to participate in the EEO Alternative Dispute Resolution program. This is an effective mechanism for resolving cases at the grassroots level.

The Commission supports the rights of all employees to exercise their rights under the civil rights statutes. Reprisal against anyone who has engaged in protected activity will not be tolerated.

The EEO, General Services Administration, National Capital Region has been designated as your EEO servicing office. Any individual who wishes to pursue a discrimination complaint should contact Deborah Hum at Deborah.hum@gsa.gov or send an email to eeo@gsa.gov. If you would like to speak to a member of staff prior to moving forward with your complaint, Angela Phifer is your staff EEO point of contact. All staff persons and applicants can contact her at aphifer@abilityone.gov.

Nothing in this policy is intended to limit the independent authority of the Office of Inspector General (OIG) under the Inspector General Reform Act regarding the OIG's program and personnel.