



JAN 20 2016

MEMORANDUM FOR All Employees

From: Willie E. May 
Director

Subject: National Institute of Standards and Technology's Equal Employment
Opportunity/Diversity Policy Statement

NIST does not tolerate discrimination based on race, color, religion, sex (including gender identity and sexual orientation), pregnancy, national origin, age (40 years of age and older), disability (including the provision of reasonable accommodation), genetic information, and participation in protected Equal Employment Opportunity (EEO) activities. These protections encompass all aspects of employment, including recruiting, hiring, training, promotions, employee development, separations, and awards. Retaliation against those who initiate discrimination complaints, participate in any employment discrimination investigation or lawsuit, or otherwise oppose discrimination and harassment is strictly prohibited.

NIST managers and supervisors are responsible for preventing, documenting, and promptly correcting harassing conduct in the workplace. Managers should consult Department Administrative Order (DAO) 202-955, Allegations of Harassment Prohibited by Federal Law, and the NIST Office of Human Resources Management for additional guidance.

NIST staff who feel that they have been discriminated against on the job must contact an EEO Counselor or the NIST Civil Rights and Diversity Office within 45 calendar days of an alleged incident of discrimination to initiate a complaint. The office may be reached by phone at 301.975.2038, by email at CRO@nist.gov, by mail at MS 1080, or in person at the Administration 101 building, room A537.

NIST seeks to resolve workplace conflicts in a prompt, impartial, confidential, nondiscriminatory, and constructive manner, without fear of reprisal. We encourage all NIST employees to use the Alternative Dispute Resolution (ADR) Program as a valuable tool in resolving Equal Employment Opportunity disputes.

NIST will continually strive to establish and maintain a workforce that reflects America's diverse populace and promotes an environment that respects and values individual differences. NIST recognizes that the ability to attract, develop, and retain a skilled workforce is key to the Institute's continued success and must be viewed and treated as a top priority.

Managers, supervisors, and employees should work together to support NIST's commitment to EEO and diversity. EEO and diversity are sound management practices, which help ensure that the best and brightest people are chosen and retained for a workforce that reflects the diversity of our Nation.