

Equal Employment Opportunity (EEO) and Diversity

NIST P 1200.00

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PURPOSE

This directive prescribes the policy for the Equal Opportunity and Diversity Programs at the National Institute of Standards and Technology (NIST). NIST and the Department of Commerce are leading forces for economic growth. We foster the conditions for the nation's economic growth and opportunity by promoting innovation, measurement science, and collaborative standards development.

We recognize that in order to be successful as a federal agency, we must practice the principles of mutual respect and equal access to employment opportunities. As we continue to foster the conditions for technological innovation and economic development through robust standards, our commitment to the following principles will enhance our ability to carry out the mission of the agency.

SCOPE

This policy applies to all NIST employees.

LEGAL AUTHORITIES

- [Title VII of the Civil Rights Act of 1964, as amended](#)
- [The Pregnancy Discrimination Act of 1978](#)
- [The Equal Pay Act of 1963 \(EPA\)](#)
- [The Age Discrimination in Employment Act of 1967, as amended](#)
- [Title I of the Americans with Disabilities Act of 1990 \(ADA\), as Amended \(ADAAA\)](#)
- [Sections 102 and 103 of the Civil Rights Act of 1991](#)
- [Sections 501 and 505 of the Rehabilitation Act of 1973](#)
- [The Genetic Information Nondiscrimination Act of 2008 \(GINA\)](#)

POLICY

In order to promote fair treatment, open competition and a level playing field, 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 A0400.

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.

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| <u> SIGNED </u> | <u>3/8/2021</u> |
| Jim Olthoff | Date |
| Performing the Non-Exclusive Functions and Duties of the Under Secretary for Standards and Technology and Director of NIST | |