



U . S . T R A D E A N D D E V E L O P M E N T A G E N C Y

MEMORANDUM

TO: All USTDA Employees

FROM: Thomas Hardy, Acting Director

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 or disability. To that end, I pledge that:

1. USTDA will not tolerate discrimination on the basis of race, color, religion, national origin, sex, age, or disability in the employment, development, advancement or treatment of employees or applicants.
2. All employees, without regard to race, color, religion, national origin, sex, age or disability, shall have equal opportunity to be considered for assignments and, as appropriate, training opportunities that are compatible with their career development.
3. 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.
4. USTDA is committed to provide reasonable accommodations for qualified employees and applicants with disabilities.
5. 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.

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.

Attached to this memo is USTDA's EEO Policy, which sets forth the agency's equal employment opportunity policies and procedures in detail. I encourage you to review the policy, and if you have any questions, do not hesitate to contact the agency's EEO Officer, **Carolyn Hum (ext. 52496)**, or agency's EEO Counselors, **Lisa Coppe (ext. 61944)** or **Keith Eischeid (ext. 4060)**.


Thomas Hardy

Date: 10 January 2019