




U.S. AGENCY FOR
GLOBAL MEDIA

330 Independence Avenue SW | Washington, DC 20237 | usagm.gov

MEMORANDUM FOR: All USAGM Personnel
FROM: Amanda Bennett, Chief Executive Officer 
DATE: September 20, 2023
SUBJECT: Equal Employment Opportunity Policy Statement

The U.S. Agency for Global Media (USAGM) informs, engages, and connects people around the world in support of freedom and democracy; this mission is the source of our core values. Among these values is the rule of law and civil rights, some of our country's most cherished and hard-fought ideals. As CEO, I am honored to reaffirm USAGM's commitment to equal employment opportunity (EEO), diversity, and a strong affirmative employment program for our workforce, in compliance with the Civil Rights Act, and all relevant provisions of law and regulation.

All USAGM employees and applicants for employment have the right to expect equal and fair treatment. Antidiscrimination laws, Presidential Executive Orders, and related USAGM policies prohibit discrimination based on race, color, religion, sex (including pregnancy, gender identity, sexual orientation, and sexual harassment), national origin, age (40 or older), disability (physical and mental), genetic information, and reprisal for participating in a protected EEO activity. USAGM is committed to effective implementation of these laws, policies, and practices to ensure a fair and equitable workplace.

Everyone at USAGM plays a role in upholding equal opportunity and has a responsibility to treat others with respect and professionalism. Managers have a special responsibility as EEO protections cover all management practices and decisions, including, but not limited to, recruitment and hiring, merit promotion, transfer, reassignment, performance appraisal, training and career development, separation, and retention efforts.

USAGM does not tolerate harassment of any kind, including sexual harassment, and will take prompt and immediate action against, discrimination, retaliation, or harassment. I unequivocally reaffirm the agency's continued commitment to these values, including as set forth on the agency's [EEO Homepage](#) and in the agency's policy on prohibiting harassment.

USAGM employees and applicants who believe they have been subjected to discrimination, harassment, or retaliation for protected EEO activity should contact



USAGM's Office of Civil Rights (OCR) at (202) 920-2265 or ocr@usagm.gov within **45 calendar days** of when the alleged harm occurred to begin the EEO complaint process. USAGM promotes the use of alternative dispute resolution (ADR) to resolve EEO claims and, absent extraordinary circumstances, requires managers to participate in agency-approved ADR efforts. As another integral part of ensuring EEO, USAGM provides reasonable accommodations to employees and applicants with disabilities and for religious observances and practices. For more information about how to request accommodation, please send requests to USAGMReasonableAccommodation@usagm.gov.

USAGM will continue to take proactive measures to support a diverse and inclusive workplace. As a global media agency, we are committed to ensuring that all employees feel respected, valued, and supported because we know that our differences are what make us strong, allow us to connect with the communities we serve, and keep the agency moving forward.