

Guiding Principles of Affirmative Employment and Equal Employment Opportunity In the Bureau of Prisons



I am committed to the principles of Equal Employment Opportunity (EEO) and Affirmative Employment (AE) and I ask all of you to reaffirm your commitment to the same. I am committed to recognizing our diversity, promoting equal employment opportunities for all, and creating an inclusive environment in our workplace. I will strive to ensure that fairness, equity, and inclusion exist in the workplace. All employees must be treated with dignity and respect. Commitment to diversity starts at the top, and requires strong leadership, accountability, and measures for success. I will do all I can to encourage and support diversity in all layers of this agency, in every institution, office and department. All CEOs, Managers and Supervisors will be

held accountable for the success of our EEO and AE programs and for communicating these principles to all staff.

Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfers, reassignments, training and career development, benefits, and separation.

Discrimination against an employee or applicant based on their race, religion, color, sex, national origin, parental status, age, disability, sexual orientation, marital status, political affiliation, genetic information, gender identity, prior EEO activity, or any other non-merit factor will not be tolerated. All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition. Reasonable accommodations will be provided for applicants and employees with disabilities in accordance with the law.

Allegations of workplace harassment, sexual and non-sexual, will be investigated promptly and thoroughly and where appropriate, remediating action will be taken. As a former Ombudsman for the Bureau, I strongly support informal resolution of workplace conflict at the lowest level.

Reprisal against individuals who engage in protected activity will not be tolerated. Staff will not be retaliated against for speaking up. Confidentiality in the EEO process will be adhered to consistent with EEO regulations and the Privacy Act.

Please join me in recognizing and applauding the efforts of the Affirmative Action Committee members across the agency -- the chairpersons, special emphasis program managers and everyone who is involved. The EEO Counselors are also deserving of our gratitude for the guidance and assistance they provide to staff.

We must all work to maintain a culture of inclusion where diversity is valued. As we move forward into 2014, I encourage each of you to take an active role at your respective duty stations to participate in diversity programs, support Affirmative Employment and help prevent discrimination and harassment. It is everyone's responsibility to make the BOP a model of fairness, diversity and inclusion.

Charles E. Samuels, Jr., Director

1-14-14

Date