

## **Management System: Civil Rights, Diversity and Inclusion**

### **Subject Area Description: Equal Employment Opportunity**

# **Policy: Equal Employment Opportunity Policy Statement**

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**Subject Matter Expert:** Sheila Gilliam

**Issue Date:** 12/1/14

**Revisions:** 0

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## **1.0 Purpose**

The purpose of this policy statement is to reaffirm the Environmental Management Consolidated Business Center's (EMCBC) commitment to Equal Employment Opportunity (EEO) and workplace diversity.

## **2.0 Scope & Applicability**

It is the vision of the EMCBC to be a resource of choice for the Environmental Management (EM) clean-up program and to provide exemplary services to our customers. To ensure delivery of resourceful products and services we must acquire, maintain and include top-quality talent. The EMCBC is committed to creating a diverse, high-performing organization that reflects the communities we serve, cultivating an inclusive organization that enables full participation and promotes accountability. Thus, all EMCBC employees, managers, and contractors are expected to fully embrace the principles and concepts of EEO/diversity and inclusion in the workplace.

## **3.0 General Information**

It is the policy and intent of the EMCBC to provide equality of opportunity for all persons and to prohibit discrimination in all employment related decisions. EMCBC employment decisions are based on merit and prohibited discrimination based race, color, sex (including pregnancy, sexual orientation and/or gender identity), religion, national origin, age, disability (physical or mental), protected genetic information, status as a parent, marital status, political affiliation, equal pay or reprisal for participation in the EEO process will not be tolerated. In addition, any form of harassment, including sexual harassment, is discriminatory when it becomes so frequent or severe that it creates a hostile or offensive work environment or results in an adverse employment action. Prohibited discrimination is counterproductive to our mission and where

discrimination is found to have occurred, appropriate corrective and/or disciplinary action will be taken.

As a direct result of the Government-wide Employee Viewpoint Survey (EVS) and the EMCBC FY 2014 Workplace Climate Survey, we've gained valuable employee feedback to improve organizational efficiency and communication, and have since implemented continuous workplace improvement initiatives. Thus, the future vitality of the EMCBC depends on its ability to provide inclusiveness, as well as, diversity in the workplace. The EMCBC emphasizes *inclusion of all employees*, not just the legally-protected classes, to achieve genuine and credible results.

**EMCBC RECORD OF REVISION**

**DOCUMENT TITLE: Equal Employment Opportunity Policy Statement**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial document in this format	All	12/1/14