



Homeland Security

Issue Date: 10/11/2022

Policy Statement 256-08 (Revision 01)

MEMORANDUM FOR: All DHS Employees

FROM: Alejandro N. Mayorkas
Secretary

A handwritten signature in blue ink that reads "AN Mayorkas".

SUBJECT: **Equal Employment Opportunity and Anti-Discrimination Statement**

The core of equal employment opportunity (EEO) is the right to obtain employment and advance professionally on the bases of merit, ability, and potential in a work environment free from prejudice and discrimination. Consistent with EEO principles, employment discrimination based on race, color, religion, sex (including sexual orientation, gender identity, gender expression, and pregnancy), national origin, age, disability (including an individual's need for workplace reasonable accommodations), protected genetic information, parental status, or reprisal for prior protected EEO activity is prohibited at DHS. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs.

Workplace harassment, including on the basis of any of these characteristics or activities, is also prohibited. The Department's Anti-Harassment Policy Statement reinforces our commitment to preventing and addressing harassing conduct. All employees are responsible for complying with the guidelines set forth in this statement, for maintaining a high level of professional conduct in the workplace, and for treating others with dignity, respect, and fairness. Leaders across DHS are accountable for fostering and maintaining a workplace environment free from harassment.

Fundamental to the Department's commitment to EEO is a work environment in which employees feel comfortable raising concerns about employment discrimination. The Department will not tolerate retaliation against an employee for participating in the EEO complaint process or expressing opposition to employment discrimination.

In accordance with applicable regulations, current or former DHS employees or job applicants who seek to initiate the EEO complaint process must contact their Component EEO office within 45 calendar days of the discriminatory personnel action or other incident at issue. The Department supports the use of alternative dispute resolution (ADR) to resolve EEO complaints, as ADR often provides employees with access to a more efficient and

Subject: Equal Employment Opportunity and Anti-Discrimination Statement
Page 2

flexible process than traditional complaint proceedings and allows the employee and the agency to work toward a mutually satisfactory outcome. To learn more about ADR, employees should contact their servicing Component EEO office.

We each share the responsibility to cultivate a workplace environment that embraces diversity, equity, inclusion, and accessibility, and is free of discrimination and harassment to ensure all employees are able to perform at their highest potential.

Thank you for your service to our Department and to our nation.