



July 31, 2024

MEMORANDUM

TO: OGE Employees

FROM: Shelley K. Finlayson
Acting Director

SUBJECT: Policy Statement on Equal Employment Opportunity (EEO)

It is the policy of the Office of Government Ethics (OGE) to provide equal opportunity for employees and applicants for employment, and to prohibit any discrimination in its programs, policies, practices, and activities because of race, color, religion, sex, sexual or other harassment based on a protected EEO category, national origin, age, disability, genetics, sexual orientation, gender identity, or status as a parent. This prohibition includes reprisal for participation in protected EEO activities, such as filing a discrimination complaint. Further, the prohibition against discrimination includes, but is not limited to, agency programs and activities such as recruitment, hiring, assignment, professional development, terms and conditions of employment, and career advancement.

If an employee believes they have been the victim of any form of unlawful employment discrimination, the employee has the right to file a complaint of discrimination. To initiate an EEO complaint, an employee must contact an EEO counselor within 45 days of the incident giving rise to the complaint. EEO counseling services for OGE employees are provided by the United States Postal Service (USPS). Any employee wishing to initiate the EEO complaint process may do so by contacting a USPS EEO counselor by phone at 813-739-2037. An employee who has questions or concerns about harassment in the workplace, including sexual harassment, should review [OGE's Anti-harassment Policy Statement](#) for guidance.

The cornerstone of an effective EEO program is based on demonstrated commitment from agency leadership, proactive prevention of unlawful discrimination, and the establishment of policies, procedures, and practices which ensure the prompt resolution of discrimination issues as they arise. One of our main objectives at OGE is to have a workplace that is inclusive and supportive of diversity, that is free from any form of harassment or hostility, where everyone is treated with dignity and respect, and where employees can work and advance without regard to factors that are not related to their ability to successfully perform assigned duties and responsibilities. To that end, I expect each OGE employee to work to strengthen the agency's commitment toward being a model workplace, and I thank you for your efforts.

