



SUBJECT: Equal Employment Opportunity Policy Statement

The Smithsonian Institution is committed to ensuring a work environment that values equal opportunity for all employees, job applicants, and affiliated individuals (e.g., interns, research associates, fellows, and volunteers). It is incumbent upon all of us to ensure that the Smithsonian is an equitable and inclusive workplace.

Federal laws and regulations prohibit discrimination against an applicant or employee because of that person's race, color, religion, sex (including gender identity, sexual orientation), national origin, age (40 or older), disability, genetic information, or pregnancy (including childbirth, or related medical conditions). These protections apply to all management practices and decisions, including, but not limited to, recruitment, hiring, promotions, appraisals, transfers, reassignments, training and career development, benefits, disciplinary actions, and separations. Smithsonian employees and affiliated individuals also have the right to raise concerns without fear of reprisal or retaliation. Consistent with federal laws, acts of retaliation against an employee who engages in protected activity, such as reporting discrimination or harassment or participating in the EEO process, will not be tolerated.

All members of the Smithsonian community share responsibility for maintaining a work environment free of discrimination and harassment. Developing and exercising cross-cultural sensitivity is essential in the implementation of "Our Shared Future."

Consistent with SI's Statement of Values and Code of Ethics, "*... The Smithsonian promotes a working environment that values respect, fairness, and integrity. We act in accordance with these values by treating our colleagues, the public, and others with whom we interact with dignity, civility, and respect.*" Behaviors that diminish others such as offensive jokes, slurs, epithets or name calling, intimidation, ridicule or mockery, insults or put-downs, and the posting and/or dissemination of offensive objects or pictures have no place in our workplace and may result in disciplinary action. As members of the Smithsonian community, we share a responsibility to act in accordance with our statement of values and code of ethics.

Individuals who believe that they are being subjected to harassment, discrimination, or retaliation have several reporting options.

To report an incident of harassing behavior or other concerning incidents, individuals may report incidents through the SI Civil reporting process at any time. Individuals can advise their supervisor or anyone within their leadership chain, contact the SI Civil staff at sicivil@si.edu, or file a report using a secure reporting website or toll-free hotline si.edu/sicivil/report.

Individuals who would like to pursue a complaint with the Smithsonian Office of Equal Employment and Supplier Diversity (OEESD) must contact OEESD within 45 calendar days of the date of the alleged discriminatory act or the effective date of the personnel action. In addition to traditional informal EEO counseling and the formal complaints process, OEESD offers alternative dispute resolution (ADR) as an efficient means of resolving issues and is available throughout the EEO complaint process. OEESD is located in the Capital Gallery, 600 Maryland Avenue, SW, 7th Floor, and you may contact that office at EEO-Complaint@si.edu or 202-633-6430.

Working together, we will continue to cultivate an environment that is accessible, inclusive, and diverse. A workplace where individuals, regardless of their background, come together and support each other as One Smithsonian. I am grateful to all of you, as we each play a critical role in creating a workplace where everyone thrives.

A handwritten signature in black ink that reads "Lonnie Bunch". The signature is written in a cursive, flowing style.

Lonnie G. Bunch III

Secretary

DISTRIBUTION: All Employees