MEMORANDUM FOR ALL ALCOHOL AND TOBACCO TAX AND TRADE BUREAU EMPLOYEES

FROM: Administrator

SUBJECT: Equal Employment Opportunity, Diversity and Inclusion Policy

The Alcohol and Tobacco Tax and Trade Bureau (TTB) is committed to ensuring equal employment opportunity (EEO), furthering inclusive diversity, and sustaining a workplace that fosters employee engagement.

Equal Employment Opportunity

I reaffirm my pledge to uphold a model workplace free from unlawful discrimination, harassment, or retaliation based on race, age, color, religion, national origin, physical or mental disability, sex (including pregnancy, sexual orientation, and gender identity), parental status, marital or familial status, political beliefs, protected genetic information, prior participation in the EEO process or opposition to any practice made unlawful under any of the federal antidiscrimination laws.

We all share the responsibility to foster a climate of fairness, openness, and trust. Employees should promptly report any incident of harassment or unlawful discrimination to their supervisor, a TTB management official, or the Bureau’s Office of Equality, Diversity, and Inclusion. Furthermore, retaliation in any form against an individual who reports discrimination or harassment is strictly prohibited. All individuals must be able to exercise their right to participate in the EEO process or oppose unlawful discriminatory practices without fear of retaliation.

TTB strictly prohibits all forms of harassment and unlawful discrimination. Any TTB personnel found to have violated this zero tolerance policy is subject to appropriate corrective or disciplinary action, up to and including termination of employment. Remedial action may also be taken against any supervisor or other management official who fails to report known violations of this policy.

Diversity and Inclusion

TTB’s vision is to be the world’s preeminent authority on the regulation, taxation, and science of alcohol and tobacco products and a model for the next generation of government. Our success is unequivocally linked to our commitment to maintain a workplace that leverages diverse perspectives and talent. In an effort to address

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unconscious bias and other potential impediments to inclusion, we must maintain an inclusive culture characterized by mutual respect and support that provides a safe environment for individuals to voice their thoughts and share ideas. An inclusive environment provides greater opportunities for innovation and optimal achievement.

Each of us must demonstrate our commitment to advancing diversity and inclusion principles through exemplary conduct and sensitivity to the rights of fellow employees. I expect all TTB executives, managers, supervisors, and employees to comply with this policy. Our collaborative efforts are imperative to the Bureau’s continued progress and the fulfillment of its vision of being a model for the next generation of government.