



ADMINISTRATOR

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20005

July 6, 2020

MEMORANDUM FOR ALL ALCOHOL AND TOBACCO TAX AND TRADE BUREAU EMPLOYEES

FROM: Acting Administrator

SUBJECT: Equal Employment Opportunity, Diversity and Inclusion Policy

This year marks the 30th anniversary of the signing of the Americans with Disabilities Act (ADA), one of the most significant civil rights achievements in U.S. history. Signed on July 26, 1990, by President George H.W. Bush, this legislation prohibits discrimination against people with disabilities and ensures everyone has an equal opportunity to work. Title I of the ADA makes it unlawful for an employer to discriminate against a qualified applicant or employee with a disability.

On June 15, 2020, another momentous civil rights milestone was achieved. The U.S. Supreme Court issued a landmark decision ruling that lesbian, gay, bisexual, and transgender (LGBT) individuals are protected from workplace discrimination under Federal law. This decision holds that Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, sex, color, religion, and national origin, also prohibits employment discrimination based on sexual orientation and gender identity.

Equal Employment Opportunity

As we commemorate the ADA's passage and the U.S. Supreme Court's historic ruling, 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 equal employment opportunity 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 unlawful discrimination or harassment¹ 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.

¹ TTB's *Anti-Harassment Policy and Procedures*, dated October 29, 2019, provides specific guidance on reporting harassment.

I will not tolerate any form of harassment or 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 inextricably linked to our commitment to maintain an inclusive culture that leverages diverse perspectives and talent, as it provides greater opportunities for innovation and optimal achievement. In an effort to address unconscious bias and other potential impediments to inclusion, we must remain vigilant and proactive in sustaining a workplace in which everyone is treated equally with dignity and respect.

Each of us must demonstrate our continued commitment to preserve a work environment where we all feel safe and valued through exemplary conduct and sensitivity to the rights and differences of fellow employees. I expect all TTB executives, managers, supervisors, and employees to comply with this policy. Our unified 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.