



ADMINISTRATOR

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

October 21, 2016

MEMORANDUM FOR ALL ALCOHOL AND TOBACCO TAX AND TRADE BUREAU EMPLOYEES

FROM: Administrator 

SUBJECT: Equal Employment Opportunity, Diversity and Inclusion, and Workplace Dispute Prevention and Resolution Policy

The Alcohol and Tobacco Tax and Trade Bureau (TTB) is committed to ensuring equal employment opportunity (EEO), furthering workforce diversity and workplace inclusion, and sustaining an environment that fosters employee engagement, inspires innovation, and cultivates healthy relationships.

Equal Employment Opportunity

As Administrator, I reaffirm my pledge to ensuring that all employees and applicants for TTB employment and programs are treated fairly regardless of 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.

TTB has a zero tolerance policy for any type of discrimination, and all allegations of discrimination and harassment are taken seriously. Employees or applicants who believe they have been discriminated against can exercise their right to file an EEO complaint without fear of retaliation. Any TTB personnel found to have violated Federal employment anti-discrimination laws will be held accountable for their misconduct.

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 fostering an open and supportive environment that embraces the diverse skills and perspectives of our workforce and leverages the unique experience and talents of all employees. Thus, I am further committed to preserving a welcoming culture that empowers individuals to contribute to their optimum potential and achieve superior results in carrying out the Bureau's mission.

Just as we share the responsibility of upholding the Bureau's Core Values: **People, Results, Accessibility, Innovation, and Service**, each of us must demonstrate our commitment to advancing diversity and inclusion principles through exemplary conduct and sensitivity to the rights of fellow employees.

Workplace Dispute Prevention and Resolution

Workplace conflict is inevitable but resolvable. To sustain a respectful, productive, and harmonious organization, it is TTB's policy to address workplace disputes at the earliest possible stage and collaboratively develop equitable and lasting solutions in the most efficient and effective manner. I am personally committed to upholding a work environment characterized by trust, respect, and open communication.

TTB offers Alternative Dispute Resolution (ADR) services such as mediation to assist parties in resolving disputes. ADR involves a neutral third party outside of the Bureau working with the employee, supervisor, or group to engage in constructive communication, identify issues, and develop solutions. In addition, TTB's Early Conflict Prevention and Resolution (CPR) Program, TTB O 2280.1, is available to facilitate resolution of workplace conflicts by assisting individuals in seeking solutions to work-related concerns through an informal and confidential process. This program is separate and distinct from the EEO complaint and grievance processes, providing an effective way of enriching relationships and improving morale.

I expect all TTB executives, managers, supervisors, and employees to bear the responsibility for complying 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.