DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20220

NOV 0 4 2009

MEMORANDUM TO: All Alcohol and Tobacco Tax and Trade Bureau Employees

FROM: Administrator JDM

SUBJECT: Equal Employment Opportunity and Diversity Policy

As Administrator, I am reaffirming my commitment to incorporating the principles of Equal Employment Opportunity (EEO) and Diversity into the Alcohol and Tobacco Tax and Trade Bureau's (TTB) daily operations and decision-making. EEO is about ensuring the work environment is free from unlawful discrimination and harassment and providing employees with equal opportunities for jobs, training, and development. TTB will ensure that all individuals have equal opportunity to participate in and receive benefits from all programs or activities conducted or funded by the Bureau.

TTB is committed to providing a discrimination free work environment where employees are treated fairly and equally regardless of race, sex, age, color, religion, national origin, disability, reprisal, parental status, sexual orientation, or protected genetic information. It is imperative that all managers and supervisors fully comply with all laws governing equal employment opportunity practices and assure employees are free from any interference or reprisal for participating in the equal employment opportunity complaints process.

In order to maintain a workplace that fosters mutual respect, honors differences, and provides equal opportunity we must all treat one another with dignity and respect. The continued success of our Bureau depends upon the sustained support and commitment of all managers, supervisors, and employees.

It is my charge to maintain a climate in which employees are valued and empowered to excel and are provided with opportunities to achieve their full potential in support of TTB's mission. By moving beyond simple tolerance of individual differences and integrating and leveraging our unique perspectives, we can bring forward different views and methods to resolve problems that contribute to the successful accomplishment of TTB's goals.