



BACKGROUND

DEC 6 1993

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MEMORANDUM TO OPDIV AND STAFFDIV HEADS

Subject: Equal Employment Opportunity Policy

I am issuing to all employees the attached message, which states this Department's policy for equal employment opportunity. Simply put, we will countenance no discrimination or harassment of any kind in the HHS workplace. No employee will be denied equal opportunity because of race, color, religion, gender, national origin, age, disability, or sexual orientation.

You are accountable for ensuring that this policy is both fully understood and fully complied with throughout your organization. This includes providing training on diversity issues, taking measures where mistreatment of employees exists or persists, and clearly communicating the policy by incorporating it in your internal personnel processes. In the coming months, during the process of streamlining and revising HHS personnel policies, the Assistant Secretary for Personnel Administration will ensure that our EEO policy is fully reflected in both departmental and OPDIV processes. He will also follow up with your personnel and equal employment opportunity officers to offer guidance on local procedures that may need to be reviewed or revised.

Thank you.

Donna E. Shalala

Attachment

cc: Regional Directors

NIH 128086

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TRACER