



INTERNATIONAL
TRADE
ADMINISTRATION

EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY POLICY STATEMENT

/Reaffirmed 2017/

The [International Trade Administration's](#) (ITA) mission is of critical importance to our nation. ITA's strength is in its people, a group of outstanding and committed individuals who have made ITA an international leader in the field of commerce and trade. Our people are our greatest asset.

It is important that we continue to foster a culture of inclusion and respect at ITA, and promote an environment that embraces diversity and allows each and every employee to succeed up to his or her full potential. We will provide all of our employees and future workforce with [equal employment opportunity](#) (EEO) in areas such as hiring, professional growth, promotion, leadership development, and training.

ITA is committed to equal opportunity and will not tolerate discrimination or harassment (verbal or physical conduct) based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age (40 years of age and over), genetic information or disability, including the provision of reasonable accommodations for qualified applicants and employees with disabilities. Retaliation against those who initiate discrimination complaints, serve as witnesses, or otherwise oppose discrimination and harassment is also strictly prohibited.

We continually strive to be an employer where individual differences are valued and contribute to the overall mission of the organization. Any actions that can create a hostile, intimidating or offensive environment, including racial or sexual epithets, foul language, unwanted sexual flirtations, ethnic jokes, derogatory statements, posters, drawings, slurs, or improper touching will not be tolerated in our respectful workforce.

To ensure that we achieve this important goal, we reaffirm our commitment to promote and practice equal employment opportunity and inclusiveness within our ITA workforce. This commitment ensures that ITA will conduct all of its employment practices in a nondiscriminatory and harassment-free environment.

Managers, supervisors, and employees must work together to reflect our commitment to EEO. This includes increasing the employment and advancement opportunities of those groups that are underrepresented in the workforce by actively seeking creative methods to improve our outreach efforts. We will make every effort to reasonably accommodate people with disabilities and cooperate with agency officials in all aspects of the discrimination complaint process. These are sound management practices which ensure that the best and brightest individuals are part of the ITA team and reflect the diversity of our nation.

As an employee, it is important to understand your EEO rights, the [discrimination-complaint process](#) and our [reasonable accommodation policy](#), and seek the assistance of an [EEO representative](#) without fear of retaliation. Should you believe you have been subjected to unlawful discrimination, you may contact the DOC [Office of Civil Rights](#) for assistance.

I fully support the EEO program and I expect each ITA manager, supervisor, and employee to fully comply with all civil rights laws.

A handwritten signature in black ink, appearing to read "Ken Hyatt".

Ken Hyatt
Acting Under Secretary of Commerce for International Trade