



Memorandum

To: All Advisory Council on Historic Preservation (ACHP) Members and Staff

From: Vice Chairman, ACHP

Subject: Statement of Support and Update for ACHP's Policy on Equal Opportunity of Discrimination and Harassment

Date: September 7, 2021

In fulfilling the responsibilities of the Chairman, I am dedicated to promoting equal opportunity and a discrimination-free workplace. The public we serve can only benefit from a workforce that thrives on equal opportunity.

I am committed to the ACHP's policy that any type of unlawful discrimination or harassment will not be tolerated and must not occur. This policy affirms the ACHP's zero tolerance for discrimination and harassment, or reprisal for such claims, on all protected bases, including age, color, disability, sex (including pregnancy and gender identity), sexual orientation, genetic information, national origin, race, and religion. The ACHP will not tolerate reprisal against anyone who engages in protected activity. All ACHP personnel have a public trust to carry out the ACHP's policy on equal opportunity and create a work environment that a reasonable person would not consider intimidating, hostile, or offensive. All employees have the freedom to compete on a fair and level playing field. The Equal Employment Opportunity program covers all personnel and employment programs, management practices, and decisions, including but not limited to recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.

ACHP personnel who believe that they have been victims of harassment may, without fear of reprisal, seek immediate assistance of an Office Director, the Director of Equal Employment Opportunity, or the National EEO Services Office of the United States Postal Service (USPS). The point of contact for the EEO office with USPS is FederalAgencyEEOContact@usps.gov. Employees may request USPS' assistance in establishing an alternate dispute resolution process to mediate conflicts in the workplace.

Our policy on Equal Opportunity, and Zero Tolerance of Discrimination and Harassment extend to all contractors and other entities contracted to work with the ACHP. All equal opportunity and civil rights laws will be strictly enforced throughout the ACHP, and there will be zero tolerance of any form of discrimination or harassment in those contracting bodies as well.

I expect the Executive Director, Office Directors, and each supervisor to join me in ensuring equal opportunity and zero tolerance of discrimination in a harassment-free workplace. I encourage our supervisors to talk with their employees about this policy on a regular basis.