

CHAIRMAN



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## UNITED STATES INTERNATIONAL TRADE COMMISSION

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WASHINGTON, DC 20436

September 13, 2016

### MEMORANDUM TO ALL U.S. INTERNATIONAL TRADE COMMISSION EMPLOYEES

**FROM:**

Irving A. Williamson, Chairman

A handwritten signature in dark ink, appearing to be "IAW", is written over the name "Irving A. Williamson".

**SUBJECT:** Equal Employment Opportunity and Diversity Policy

As Chairman of the U.S. International Trade Commission (Commission), I am committed to incorporating the principles of Equal Employment Opportunity (EEO) and Diversity and Inclusion into the Commission's daily operations and decision-making. The Commission will provide 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.

EEO is about ensuring that our work environment is free from unlawful discrimination and harassment, and that employees are provided with equal opportunities for jobs, training, and development. The Commission is responsible for maintaining a climate in which employees are valued, empowered to excel, and are provided with opportunities to achieve their full potential in support of the Commission's mission. I will ensure that all individuals have equal opportunity to participate in and receive benefits from all programs or activities conducted or funded by the Commission.

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. 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 Commission's goals.

It is imperative that all managers and supervisors fully comply with the laws governing equal employment opportunity practices and ensure employees are free from any interference or reprisal for participating in the equal employment opportunity complaints process.

The continued success of the Commission depends upon the commitment and sustained support of all managers, supervisors, and employees.