



# FEMA POLICY: Equal Employment Opportunity

## FEMA Policy 401-123-1

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### **BACKGROUND**

FEMA aligns to the Department of Homeland Security's Equal Employment Opportunity (EEO) mission to administer a customer-focused EEO program that effects and sustains a diverse, inclusive, and discrimination free workplace. The Office of Equal Rights (OER), as the primary responsible office for EEO-related issues, stands in firm commitment to diversity and inclusion, civil rights, and equal employment opportunity for all FEMA employees, applicants, visitors, recipients, and disaster survivors. This policy supersedes FEMA Policy No. 401-123-1, Equal Employment Opportunity (EEO) Policy Statement, dated October 13, 2015 and all previous guidance on the subject.

### **PURPOSE**

This policy outlines FEMA's policy to be an Equal Employment Opportunity workplace in accordance with existing policies and outlines the structure within FEMA that enforces and promotes EEO requirements.

### **PRINCIPLES**

- A. FEMA will commit to achieving and ensuring a strong, effective, and diverse workforce that is free of discrimination and harassment in any form.
- B. FEMA will focus on eliminating barriers to achieving a model workplace and taking the necessary measures to promote equal opportunities at each level of the Agency.
- C. FEMA is dedicated to fostering an inclusive workforce that reflects the Agency's development.
- D. FEMA will continue to identify and eliminate barriers to equal opportunities for individuals with disabilities and groups with a low participation rate of employment in the workforce.

### **REQUIREMENTS**

#### **A. EQUAL OPPORTUNITY EMPLOYMENT**

**Outcome:** FEMA is a model EEO workplace.



1. In accordance with all applicable laws, FEMA does not tolerate any policy, procedure, and/or practice that discriminates against any policy, procedure, and/or practice that discriminates against any employee, applicant for employment, recipient, or disaster survivor under one or more of the protect bases: race, color, religion, sex (including sexual orientation, pregnancy, and gender identity), national origin, age (over 40), disability, genetic information, or reprisal for participation in a prior EEO-related matter.
2. FEMA is required to maintain a discrimination-free workplace consistent with FEMA's mission, where each individual is treated with compassion, fairness, integrity, and respect.

## **B. MANAGEMENT OF EEO REQUIREMENTS**

**Outcome:** All parties integral to enforcing and promoting FEMA as a model EEO workplace understand the required steps to report discrimination, promote inclusion, and resolve EEO-related issues.

### 1. Reporting and Eliminating Discrimination in the Workplace

- a. FEMA employees are responsible for reporting discriminatory conduct and preventing all forms of discrimination, including workplace harassment.
- b. Managers and supervisors are expected to continue in supporting FEMA's mission by proactively taking steps to eliminate barriers in all aspects of employment, including recruitment, hiring, promotions, and other employment opportunities.
- c. The Office of Equal Rights (OER) is responsible for administer all responsibilities set forth under 29 CFR 1614 (1020)(c), Equal Employment Opportunity Commission's Management Directive 110, Management Directive 715, and other applicable federal equal opportunity laws.
  - i. OER processes all complaints in an impartial and neutral manner.
  - ii. OER provides FEMA employees with the available formal and informal resolution options to resolve workplace disputes involving discrimination and harassment.

### 2. Conflict Resolution Options

- a. FEMA is committed to using alternative methods for resolving workplace disputes at the lowest level of resolution. Informal resolution is available to assist and improve workplace communication, collaboration, and morale. Through the use of Alternative Dispute Resolution (ADR) and other remedial measures, such as mediation, workplace disputes may be resolved before they advance to the formal complaint stage.



- b. Managers and supervisors participation in agency-approved ADR efforts to resolve equal employment opportunity complaints is required.
  - c. ADR has proven to be an effective, feasible, and more productive means of eliminating workplace discrimination and is strongly encouraged amongst all employees.
3. EEO Education
- a. FEMA must foster a culture in which all programs and employment actions are conducted in a fair, equitable, and consistent manner solely on the basis of merit.
  - b. OER serves as a resource for employees and supervisors for providing guidance, conducting standardized or customized trainings, conducting annual reports on workplace demographics, and assessing potential barriers to affirmative employment within the Agency. For more information or to request assistance with an equal opportunity matter, please contact the Office of Equal Rights at (202)-212-3535.

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*Brock Long  
Administrator  
Federal Emergency Management Agency*

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January 8, 2018

Date



**FEMA**

## **ADDITIONAL INFORMATION**

### **REVIEW CYCLE**

FEMA Policy 401-123-1: Equal Employment Opportunity will be reviewed within 1 year of the issue date as required in the DHS Management Directive 715 (MD-715).

### **AUTHORITIES**

- A. 29 CFR 1614 (102)(c)

### **REFERENCES**

- A. Equal Opportunity Commission's Management Directive 110
- B. DHS Management Directive 715

### **MONITORING AND EVALUATION**

OER will review the effectiveness of the policy on an annual basis.

### **QUESTIONS**

Direct questions to the Office of Equal Rights at (202)-212-3535 or email at [FEMA-ActionOffice-OER@fema.dhs.gov](mailto:FEMA-ActionOffice-OER@fema.dhs.gov).