



U.S. AGENCY FOR  
GLOBAL MEDIA

330 Independence Avenue SW | Washington, DC 20237 | usagm.gov

MEMORANDUM FOR: All USAGM Personnel  
FROM: Kelu Chao, Acting Chief Executive Officer  
DATE: February 11, 2021  
SUBJECT: **Equal Employment Opportunity Policy Statement**

A handwritten signature in black ink, appearing to be 'Keluo Chao', written over the printed name of the Acting Chief Executive Officer.

The U.S. Agency for Global Media (USAGM) informs, engages, and connects people around the world in support of freedom and democracy; this mission is the source of our core values. Among these values is the rule of law and civil rights, some of our country's most cherished and hard-fought ideals. At USAGM, we remain firmly committed to providing equal employment opportunity (EEO), diversity, and a strong affirmative employment program for our workforce, in compliance with the Civil Rights Act and all other relevant provisions of law and regulation.

All USAGM employees and applicants for employment have the right to expect equal and fair treatment. The law prohibits discrimination on the basis of race, color, religion, sex (including pregnancy, gender identity, sexual orientation, and sexual harassment), national origin, age (40 or older), disability (physical and mental), genetic information, and reprisal for participating in a protected EEO activity.

Everyone at USAGM plays a role in upholding equal opportunity and has a responsibility to treat others with respect and professionalism. Managers have a special responsibility as EEO protections cover all management practices and decisions, including recruitment, hiring, appraisals, promotions, training, and career development programs. USAGM does not tolerate and will take prompt and immediate action against, discrimination, retaliation, or harassment.

I unequivocally reaffirm the Agency's continued commitment to these values, including as set forth on the [Agency's EEO Homepage](#); and in the Agency's [Policy Statement on the Prohibition of Harassment](#).

Anyone who believes they have been subjected to discrimination or retaliation for protected EEO activity should contact USAGM's Office of Civil Rights (OCR) at (202) 920-2265 or [ocr@usagm.gov](mailto:ocr@usagm.gov) within 45 days of the alleged discriminatory event to begin the EEO complaint process. USAGM promotes the use of alternative dispute resolution (ADR) to resolve EEO claims and, absent extraordinary circumstances, requires managers to participate in agency-approved ADR efforts.

As another integral part of ensuring EEO, USAGM provides reasonable accommodations to employees and applicants with disabilities and for religious observances and practices. For more information about how to request accommodation, please contact OCR via the contact information above.

As CEO, I strongly support USAGM's commitment to EEO and urge every employee to do their part to ensure that USAGM remains free of discrimination and harassment. As a global media agency, building an inclusive team where people are empowered to celebrate differences is vital to the success of our mission.

