



U.S. AGENCY FOR  
GLOBAL MEDIA

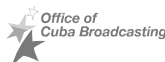
330 Independence Avenue SW | Washington, DC 20237 | [usagm.gov](https://usagm.gov)

MEMORANDUM FOR: All USAGM Personnel  
FROM: Amanda Bennett, Chief Executive Officer  
DATE: August 23, 2024  
SUBJECT: Equal Employment Opportunity Policy Statement

The U.S. Agency for Global Media (USAGM) informs, engages, and connects people around the world in support of freedom and democracy. Among our core values are the promotion of and adherence to the rule of law and civil rights. As CEO, I am honored to renew USAGM's commitment to advance equal employment opportunity (EEO), Diversity, Equity, Inclusion, and Accessibility (DEIA), and a strong affirmative employment program for our workforce, in compliance with the Civil Rights Act and all relevant provisions of laws and regulations.

All USAGM employees and applicants have the right to expect equal and fair treatment without fear of unlawful discrimination, harassment, or retaliation. USAGM strictly prohibits discrimination based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age (40 or older), disability (physical or mental), genetic information (including family medical history), retaliation for participating in a protected EEO activity, or any other status protected by federal laws and regulations. Consistent with federal laws, USAGM provides reasonable accommodations to employees and applicants with disabilities, known limitations related to pregnancy, childbirth, or related medical conditions, and for religious observances and practices, unless such accommodations would cause an undue hardship to the agency. For more information about how to request an accommodation, please send requests to [USAGMReasonableAccommodation@usagm.gov](mailto:USAGMReasonableAccommodation@usagm.gov).

USAGM is committed to effective implementation of these laws, policies, and practices, as well as making equity a central part of how we advance our critical mission, ensuring that employees have the freedom to compete for opportunities equally on a fair and level playing field. Everyone at USAGM plays a vital role in upholding equal opportunity and has a responsibility to treat others with dignity, respect, and professionalism regardless of grade or position. Supervisors and managers have an obligation to ensure employees and applicants are provided a full and fair opportunity for employment, career advancement, and access to programs. They also have a duty to protect employees against all discriminatory management practices and decisions, including discrimination in hiring and separations, promotions, appraisal systems, training, career development, and recruitment and retention efforts.



USAGM does not tolerate harassment of any kind, including sexual harassment, and will take prompt and immediate action against discrimination, retaliation, or harassment. I unequivocally renew the agency's continued commitment to these values, further set forth on the agency's [EEO Homepage](#) and in the agency's policy on prohibiting harassment.

USAGM employees and applicants who believe they have been subjected to discrimination, harassment, or retaliation for protected EEO activity are encouraged to contact USAGM's Office of Civil Rights (OCR) at (202) 920-2265 or [ocr@usagm.gov](mailto:ocr@usagm.gov) within **45 calendar days** of when the alleged harm occurred to begin the EEO complaint process. USAGM promotes the use of alternative dispute resolution (ADR) to resolve EEO claims and often requires managers to participate in agency-approved ADR efforts.

USAGM will continue to take proactive measures to support a diverse and inclusive workplace. We are committed to ensuring all employees feel respected, valued, and supported. As a global media agency, we know that our differences are what make us strong, allow us to connect with the communities we serve, and keep the agency moving forward.