



# FMCS

# FEDERAL MEDIATION & CONCILIATION SERVICE

---

## Director Designee's Statement of Equal Employment Opportunity January 11, 2019

Dear Colleagues:

As the U.S. government's premier mediation and conflict resolution agency, we practice what we preach. I am also proud to say that we are also the best place to work among small agencies of the federal government. We are a family. With that in mind, we embrace a workplace that promotes inclusive, collegial, peaceful and respectful relationships. The Federal Mediation & Conciliation Service does not tolerate behavior, harassment, discrimination or prejudice based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin, age (40 years of age and over), genetic information, or disability (physical or mental). To further facilitate this, managers' and employees' performance standards include equal employment factors among the essential elements of job performance. We also provide reasonable accommodations for applicants and our employees with disabilities so that everyone may apply, work and flourish in an atmosphere where the playing field is level. Retaliation against those who initiate discrimination complaints, serve as witnesses or participate in the EEO process or otherwise oppose discrimination and harassment is strictly prohibited.

We believe that we must mirror the diversity in America in order to achieve our goals. Every FMCS employee is essential to achieving our mission and each employee is entitled to be treated with dignity, respect and professionalism. We are committed to equal employment opportunity principles and practices in all of our management decisions and personnel practices. As the premier conflict resolution agency in the federal government, we must lead by example and foster a working environment of equity, inclusion and mutual respect. Adherence to this policy is critical to the success of FMCS's operations and the fulfillment of our mission and goals. Mutual respect for all and adherence to the principles and policies of equal employment opportunity are not only bedrock principles of our country, but they also sustain the success of American industry and good government. We expect all FMCS staff,

Page 2

supervisors and employees to carry out their responsibilities and adhere to the principles of this EEO policy.

Please review the attached FMCS EEO Directive. If you have additional questions, please contact the FMCS EEO Director, Denise McKenney, at 202-606-5448 or [dmckenney@fmcs.gov](mailto:dmckenney@fmcs.gov). Together, we can strive to be a model employer committed to principles of respect, inclusion, diversity and equal opportunity.

Sincerely,

A handwritten signature in blue ink that reads "Richard Giacalone". The signature is written in a cursive, flowing style.

Richard Giacalone, Director Designee  
Federal Mediation and Conciliation Service

## Attachment A - DIRECTIVE 9101 EQUAL EMPLOYMENT OPPORTUNITY

### 1. Purpose:

This document sets forth the Federal Mediation and Conciliation Service (FMCS) policies and procedures related to equal employment opportunity (EEO) in the workplace for FMCS employees and job applicants.

### 2. Authority:

Title VII of the Civil Rights Act, 42 USC 2000e; the Equal Pay Act of 1963, 29 USC 206(d); the Age Discrimination in Employment Act, 29 USC 621; Sections 501 and 505 of the Rehabilitation Act of 1973, 29 USC 791; Title I and V of the Americans with Disabilities Act of 1990, 42 USC 12101; the Civil Rights Act of 1991, 42 USC 1981; the Civil Service Reform Act of 1978, 5 USC 2301.

### 3. Applicability:

This Directive applies to all FMCS employees and job applicants.

### 4. EEO Policy:

#### a. What is the FMCS policy on discrimination in the workplace?

FMCS provides equal employment opportunity to all employees and applicants for employment in accordance with federal law. Specifically, federal law prohibits discrimination against any person on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, age (40 years or older), genetic information, or disability in regard to applying, interviewing, hiring, advancing, training, promoting, terminating, and any other terms and conditions of employment.

#### b. What is the FMCS policy on harassment?

FMCS provides a workplace free of any form of harassment. Federal law prohibits harassment based on race, color, national origin, religion, sex, sexual orientation, gender identity, age (40 years or older), genetic information, or disability. Harassment is conduct that has the intent or effect of unreasonably interfering with an employee's work or conduct that creates an offensive, intimidating, or hostile work environment. The conduct must be severe and/or pervasive under a reasonable person standard.

**c. What is the FMCS policy on sexual harassment?**

Sexual harassment is one of the prohibited forms of harassment that will not be tolerated at FMCS. Sexual harassment is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

**d. What is the FMCS policy on retaliation?**

Retaliation is any act of retaliation, interference, or coercion against an employee or applicant who raises concerns or files a complaint under any EEO policy or procedure is prohibited and will not be tolerated at FMCS.

**5. EEO Procedures**

**a. What should I do if I think I have been discriminated against in the workplace?**

An employee or applicant should discuss any allegations relating to discrimination or harassment in the workplace with the FMCS EEO Program Director or any FMCS EEO counselor. (See FMCS EEO Program Director for a current listing of the individuals holding these positions.) To initiate the EEO process, an aggrieved employee or applicant must initiate contact with an EEO counselor or the EEO Program Director within forty-five (45) calendar days of the alleged discriminatory conduct, incident, or personnel action.

**b. What happens after I contact the EEO counselor or Program Director?**

Initially, FMCS will treat the allegation as an informal complaint and will provide counseling. During this process, an EEO counselor will advise the complainant of his/her rights and responsibilities during the administrative process, solicit specific information about the complaint, and seek to resolve it. The complainant may be represented by an individual of his/her choosing during this process. The EEO counselor will also inform the complainant of the FMCS Alternative Dispute Resolution (ADR) process. The ADR process may be available at both the informal and formal stage of the complaint, at the discretion of the FMCS EEO Program Director. The complainant or the agency, however, can decline to pursue ADR.

**c. What does the FMCS ADR process involve?**

The FMCS ADR process may include, among other things, fact-finding, mediation, or another facilitative procedure. If FMCS offers and a complainant agrees to use an ADR process, FMCS will provide a written ADR agreement. The complainant must sign and acknowledge receipt of the ADR agreement within seven (7) business days of receipt of the agreement. If the ADR process is not successful, the complaint will be returned to the stage of EEO process it was in before ADR.

**d. What happens if I want to file a formal complaint?**

If a matter is not resolved through informal counseling or an ADR process, an FMCS EEO Counselor will provide the complainant with a notice of his/her right to file a formal complaint. A complainant may file a formal complaint, in writing, within fifteen (15) calendar days of receiving the notice of right to file a formal complaint. The EEO Program Director will review the formal complaint and determine whether it should be dismissed or investigated. If the complaint is accepted for investigation, the EEO Program Director will so notify the complainant, complete an investigation and issue a report of investigation (ROI) within 180 calendar days from the date the formal complaint is filed, unless the parties agree to an extension or additional time is required by regulations. Upon issuance of an ROI, the complainant will have two choices: (1) request a hearing before an EEOC Administrative Judge; or (2) ask FMCS to issue a final agency decision (FAD) as to whether discrimination has occurred. Complainant must make a request for an EEOC hearing within thirty (30) days of receipt of the ROI. FMCS's final agency decision (FAD) or an EEOC Administrative Judge's decision may be appealed to the EEOC or challenged in federal court. e. Must employee witnesses participate in an investigation? Yes, employees are expected to cooperate in an EEO investigation, and they are protected from any form of retaliation in the same manner as the individual bringing the complaint.

**e. Where can I find additional information about the EEO process?**

Regulations regarding the federal government EEO process can be found at 29 CFR Part 1614. The U.S. Equal Employment Opportunity Commission website is also a valuable resource for all matters concerning equal employment opportunity. The EEOC website can be accessed at <http://www.eeoc.gov/federal/index.html>.