




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
1315 East-West Highway
Silver Spring, Maryland 20910

July 23, 2021

MEMORANDUM FOR: All NOAA Fisheries and Contract Employees

FROM: Janet Coit 
Assistant Administrator
for Fisheries

SUBJECT: NOAA Fisheries Policy Statement on Non-Discrimination

As the Assistant Administrator for Fisheries, I want to personally affirm my commitment to a workplace that is not only free of discrimination and harassment, but is welcoming to all of our employees, including applicants for employment. Our collective efforts to ensure such an environment will mean a greater sense of belonging, and greater innovation, creativity and growth.

I want to remind everyone, whether you are a full-time employee or a contractor, that we will not tolerate any form of discrimination that is based on race, color, national origin, religion, age (40 or older), disability (physical or mental), sex (including pregnancy, gender identity, and sexual orientation), or genetic information. **REMEMBER:** Workplace discrimination is illegal. In addition, retaliation (an action that might deter a reasonable person from participating in an activity protected by antidiscrimination and/or whistleblower laws) against anyone who initiates a discrimination complaint, serves as a witness or otherwise opposes discrimination is also prohibited and will not be tolerated.

To further this message, I expect all of my supervisors and managers to firmly uphold, support, and promote this policy. As leaders within this organization, it is your responsibility to do everything possible to ensure that all employees are given equal opportunity when addressing career development, promotions, awards, and any other applicable benefits of employment. Together we can and we will make a difference.

Any employee, applicant, or contractor who believes they are experiencing unlawful discrimination should immediately bring their concerns to the attention of management, the Fisheries Program Director for EEO and Diversity, or the NOAA Office of Inclusion and Civil Rights immediately. **REMEMBER: An aggrieved person must initiate contact with the Office of Inclusion and Civil Rights within 45 calendar days of the date the discrimination occurred or when they became aware of the discriminatory act or, in the case of personnel actions, you must contact OICR within 45 days of the effective date of the action.** For more information on the EEO Complaint Process, please call 1 (800) 452-6728, or 301-713-0500.

Finally, we know that workplace disputes occur. When they do, the NOAA Alternative Dispute Resolution (ADR) program is available to assist both management and non-management. This program has proven to be effective in helping both parties to reduce and resolve unproductive conflicts in a manner that allows NOAA's mission to be accomplished as effectively and efficiently as possible. To learn more about NOAA's ADR program or to request mediation, please contact Delores.Beltz@noaa.gov or call (816) 426-7819.



If you have any questions regarding this policy, or the ADR program, please feel free to contact our Program Director for EEO and Diversity via e-mail at Natalie.Huff@noaa.gov or by phone at 301-427-8025.