Armed Forces Retirement Home
Chief Operating Officer
3700 North Capitol Street, N.W.
Washington, DC 20011-8400

September 17, 2019

MEMORANDUM FOR MANAGERS, SUPERVISORS AND EMPLOYEES OF THE ARMED FORCES RETIREMENT HOME (AFRH)

Subject: 2019 Policy Statement Regarding Equal Employment Opportunity

The following AFRH policy on equal employment opportunity, affirmative employment, and inclusion. The intent of this policy is to foster a working environment which encourages a sense of professionalism and respect for all. All management officials will ensure this policy is strictly enforced throughout the entire workforce. Discrimination based on race, color, religion, gender, age, national origin, sexual orientation, physical or mental disability *violates* the law, as well as the policies of this Agency.

I firmly support and hold managers accountable in maintaining a workforce that is rich in diversity. Diversity, as it applies to equal employment opportunity, means the inclusion of all races, genders, sexual orientation, ethnic groups, religions, ages and people with disabilities in the workplace. I expect each Home Administrator, Service Chief, Supervisor and Manager to execute proactive affirmative employment principles to assure fairness and equality in personnel management - including recruitment, hiring, promotions, training, and awards. I also encourage my management team to help employees balance work and family needs utilizing existing Federal programs. Additionally I direct that appropriate accommodations and support systems are provided to individuals with disabilities. Our goal is to achieve a model workplace for our entire workforce.

Discrimination and sexual harassment are prohibited personnel practices and are not conducive to the development of a healthy and productive workforce and therefore will not be tolerated. Complaints will be processed in accordance with appropriate laws and regulations which also prohibit reprisal. Our servicing EEO Counselors can be reached at (571) 372-0832.

The intent of this policy is to foster a working environment which encourages a sense of professionalism and respect for all. I am confident all management officials will ensure this policy is strictly enforced throughout the entire workforce.

JAMES M. BRANHAM
Chief Operating Officer