



ADMINISTRATOR

DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
WASHINGTON, D.C. 20005

NOV 6 2013

**MEMORANDUM TO:** All Alcohol and Tobacco Tax and Trade Bureau Employees

**FROM:** Administrator

**SUBJECT:** Equal Employment Opportunity, Diversity and Inclusion Policy

In reissuing and updating the Alcohol and Tobacco Tax and Trade Bureau (TTB) Equal Employment Opportunity (EEO), Diversity and Inclusion (D&I) Policy, I am restating my firm commitment to the Bureau's policy of *Zero Tolerance* of discrimination and ensuring that all employees and applicants for TTB employment and programs are treated fairly regardless of race, color, religion, age, national origin, sex (including gender identity and expression), sexual orientation, disability, parental status, marital or familial status, political beliefs, or protected genetic information. In addition, TTB prohibits retaliation for prior EEO activity or opposing any practice made unlawful under any of the Federal antidiscrimination laws.

TTB's vision is to be the world's authority in the regulation, taxation, and science of alcohol and tobacco products and a model for the next generation of government. Our success depends largely on our continuing efforts to inspire our workforce to work together as a team and use their talents, experience, and innovative thinking to maximize efficiency and effectiveness in contributing to Bureau goals and strategic objectives. Thus, I also reaffirm my commitment to cultivating a culture that encourages collaboration and fairness where creativity is encouraged and rewarded, employees' similarities and differences are valued, and individuals are empowered to reach their optimum potential and feel valued.

As Administrator, I pledge to you that TTB will uphold an environment that reflects the resolve of TTB management and staff to treat one another with dignity and respect and to leverage the diversity of all individuals. I expect all executives, managers, supervisors, and employees to demonstrate their commitment to the principles of EEO, Diversity and Inclusion through exemplary conduct and sensitivity to the rights of fellow employees. All TTB personnel are responsible for complying with this Policy. Together, we will work collaboratively in our joint efforts to continue promoting TTB as an employer of choice and to fulfill our vision of being a model for the next generation of government.