



ADMINISTRATOR

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

October 28, 2014

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

FROM: Administrator *JRM*

SUBJECT: Equal Employment Opportunity, Diversity, and Inclusion Policy

This year marks the 50th anniversary of the signing of the Civil Rights Act of 1964, one of the most significant civil rights achievements in U.S. history. Title VII of this legislation prohibited employment discrimination on the basis of race, color, religion, national origin, and sex. As we commemorate Title VII's passage, I reaffirm the Alcohol and Tobacco Tax and Trade Bureau (TTB) *Zero Tolerance* policy of discrimination and my personal commitment to ensuring that all employees and applicants for TTB employment and programs are treated fairly regardless of race, age, color, religion, national origin, physical or mental disability, sex (including pregnancy and gender identity), sexual orientation, parental status, marital or familial status, political beliefs, protected genetic information, or in relation for prior participation in the equal employment opportunity process or opposing any practice made unlawful under any of the Federal antidiscrimination laws.

I am further committed to fostering, cultivating, and preserving a culture of diversity and inclusion that promotes employee engagement and inspires innovation. 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 is contingent upon our continuing efforts to sustain a supportive and welcoming environment that embraces the diverse skills and perspectives of our workforce, encourages collaboration and fairness, and leverages the unique experience and talents of all employees, empowering individuals to contribute to their optimum potential and maximize their contributions toward TTB's mission.

As Administrator, I pledge to you that TTB will uphold a workplace that integrates into our daily operations the principles of equality, diversity, and inclusion, which align with our Bureau's Core Values: **People, Results, Accessibility, Innovation, and Service**. The importance of fulfilling this policy cannot be overstated. I expect all TTB executives, managers, supervisors, and employees to demonstrate their commitment to advancing these principles through exemplary conduct and sensitivity to the rights of fellow employees. All TTB personnel bear the responsibility for complying with this policy. Our joint efforts will help to promote TTB as an employer of choice and to fulfill our vision of being a model for the next generation of government.