



Pension Benefit Guaranty Corporation
1200 K Street, N.W., Washington, D.C. 20005-4026

APR 23 2003

TO: ALL PBGC

FROM: Vincent K. Snowbarger
Acting Director

RE: Reaffirmation of Equal Employment Opportunity
and Diversity Policy Statement

I want to reaffirm PBGC's commitment to equal employment opportunity and diversity and restate PBGC's zero tolerance policy for any form of discrimination. It is PBGC's policy to provide every individual with equal opportunity in all of its employment programs including, but not limited to recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation. I know I can count on each of you to uphold this policy and foster a work environment that is inclusive and supportive of diversity.

Discrimination or harassment based on race, color, sex, religion, national origin, age, mental or physical disability, protected genetic information, sexual orientation, or parental status is prohibited and will not be tolerated. Retaliation based on participation in the EEO process or opposition to discriminatory practices is also prohibited and will not be tolerated. PBGC supports the rights of all employees to engage in protected EEO activity and remains firmly committed to promoting the principles of equity and diversity as it pursues its mission of protecting America's retirement security.

If you believe you have been subjected to discrimination, harassment, or retaliation, you should contact PBGC's Office of Equal Employment Opportunity and Diversity (Ext. 4363) within **45 calendar days** of the incident or the date you became aware of the incident. Employees may also report allegations of discrimination to their immediate supervisor, another management official, or to the Human Resources Department. Please note, however, that in order to pursue an EEO complaint under Part 1614 of the Equal Employment Opportunity Commission's regulations, employees must report allegations to PBGC's EEO Office within the 45-day time frame. Failure to do so may require the agency to dismiss the complaint.

If you have any questions regarding this policy, please contact the EEO Office at Extension 4363.