



THE DIRECTOR OF SELECTIVE SERVICE
Arlington, Virginia 22209-2425

January 17, 2018

MEMORANDUM FOR ALL SSS EMPLOYEES

FROM: DIRECTOR

SUBJECT: Selective Service Equal Employment Opportunity Policy Statement

Selective Service System's greatest resource is its employees. As Director, it is both my honor and responsibility to create for this great resource a work environment that is safe, positive, and free from discrimination, intimidation, and harassment. Discrimination has no place at SSS; it cannot and will not be tolerated.

The core of equal employment opportunity is the right to work and advance on the basis of merit, ability, and potential, free from prejudice or discrimination. In accordance with the applicable anti-discrimination statutes, executive orders, and other authorities; SSS protects employees against discrimination, to the fullest extent of law, on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, age, disability, genetic information, marital status, political affiliation, whistleblower activity, sexual orientation, parental status, and military service (past, present, or future), and against retaliation for participation in EEO activity or opposition to discrimination.

Unlawful discrimination includes harassment on any of these bases that has the purpose or effect of unreasonably interfering with an individual's work performance or that creates an intimidating, offensive, or hostile environment. It is SSS policy to maintain a work environment in which all employees are free from such harassment, by preventing it through training and supervision, and by promptly taking discipline and corrective action if harassment occurs. Employees should promptly report any incidents of harassment they observe, as well as any suspected retaliation related to a harassment complaint.

All SSS personnel are responsible for complying with this policy, for maintaining a high level of professional conduct in the workplace, and for treating others with respect and fairness. The Agency enlists and relies on your support in this crucial aspect of our operations. Any employee or applicant, who believes he or she has been subjected to discrimination or retaliation, should contact the SSS's Equal Employment Opportunity Office at (703) 605-4079. The Agency values the opportunity to correct the problem and improve our organization for you and your coworkers.

SSS employees can also take advantage of our Alternative Dispute Resolution (ADR) Program, which provides a forum for the informal resolution of internal workplace disputes. More information about the SSS's Office of Equal Employment Opportunity, the ADR program, and other employee resources can be found on the SSS employee portal. Job applicants should visit the EEO link on the bottom right of SSS's external website.

Thank you for your hard work and dedication to fulfilling the mission and vision of our agency.



Donald M. Benton