



**COURT SERVICES AND OFFENDER SUPERVISION AGENCY
AND
PRETRIAL SERVICES AGENCY FOR THE DISTRICT OF COLUMBIA**
OFFICES OF THE DIRECTORS



MEMORANDUM

TO: ALL EMPLOYEES AND APPLICANTS

FROM: NANCY M. WARE
CSOSA DIRECTOR

FROM: CLIFFORD T. KEENAN
PSA DIRECTOR

DATE: OCTOBER 20, 2016

EQUAL EMPLOYMENT OPPORTUNITY AND DIVERSITY

As the Directors of the Court Services and Offender Supervision Agency and the Pretrial Services Agency for the District of Columbia, we are committed to an on-going effort to develop and implement the principal elements of nondiscrimination in the work place, and to continue to build our Agencies as models of equal employment opportunity (EEO), as defined by the Equal Employment Opportunity Commission (EEOC). Our personal commitment to EEO, however, goes well beyond meeting the legal requirements and directives of the EEOC.

We believe in the individual uniqueness and talents of everyone, and recognize that our success relies on our ability to best utilize their diverse strengths. This Memorandum reaffirms our personal commitment to promote diversity and inclusiveness within CSOSA and PSA, and to ensure true equal employment opportunity for every employee and applicant for employment. Our expectation is that all Agency staff will fully support Agency efforts to help foster fair treatment and a professional, respectful work environment that is free from discrimination or harassing conduct for everyone within our Agencies.

One way we seek to celebrate our diversity is by promoting our special emphasis programs. We are committed to our strong EEO program and will continue to support all of the outstanding work of our Special Observances Committee as well as our Special Emphasis Programs. In keeping with this commitment, we will continue to support and encourage the active involvement of the leadership and line staff of CSOSA and PSA in all of our special emphasis programs, as well as the work of our Diversity and Inclusion Council. Through these efforts, everyone is encouraged to learn about the rich differences we each possess in background, culture, and ability. We will continue to strive to increase our appreciation for and understanding of these differences to prevent any barriers to employment opportunity and workplace inclusiveness at any level within CSOSA and PSA.

CSOSA and PSA employees and applicants for employment have our absolute assurance of our commitment to carry out the goals and objectives of this Memorandum by implementing effective strategies directed at recruiting, hiring, and promoting individuals from all qualified sectors of the population. Likewise, we will continue to hold each manager, supervisor, and all others responsible for ensuring a nondiscriminatory work environment. Our joint goal of excellence in our work requires zero tolerance of any form of discrimination or harassment. By holding others accountable for their conduct, and by being responsible for our own conduct, we can reap the benefits of full equal employment opportunity as we work together to accomplish our shared missions.

Neither CSOSA nor PSA will tolerate discrimination or harassment on the bases of race, color, religion, national origin, gender (including pregnancy), age, disability, sexual orientation, gender identification, genetic information, or reprisal (prior EEO activity). CSOSA and PSA support every employee's right to exercise the protections guaranteed under Federal law, and will take action when there is any finding of reprisal or retaliation against any employee who engages in any protected EEO activity, including opposing discriminatory and/or other prohibited personnel practices, or by participating in EEO complaint proceedings. Equal employment opportunity means that employment-related decisions are made exclusively on the basis of job-related criteria, merit, ability, performance, and potential. Our Agencies will ensure that employment opportunities are open to all candidates who meet the required qualifications.

In addition, CSOSA and PSA will continue to provide reasonable accommodations to qualified individuals with disabilities, and will continue to accommodate religious practices as required by applicable law and Agency policy.

This Memorandum applies to all personnel and employment programs, management practices, and employment decisions including, but not limited to: recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. Any Agency employee or applicant for employment who believes he or she has been discriminated against may contact the CSOSA Office of Equal Opportunity Employment for guidance.