



**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: Richard S. Tischner
CSOSA Director

From: Leslie C. Cooper
PSA Director

Date: September 30, 2023

EQUAL EMPLOYMENT OPPORTUNITY

As the Directors of the Court Services and Offender Supervision Agency (CSOSA) and the Pretrial Services Agency for the District of Columbia (PSA) (or collectively, the Agency), we are committed to an ongoing effort to develop and implement the principal elements of non-discrimination in the workplace and to continue to build our Agency 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 every employee's 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 employees will fully support the Agency's efforts to help foster fair treatment and a professional, respectful work environment that is free from discrimination and harassment.

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 employees at all levels within CSOSA and PSA in all 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 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 within CSOSA and PSA.

CSOSA and PSA employees and applicants for employment have 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 non-discriminatory and harassment-free work environment. Our joint goal of excellence in our work requires zero tolerance of any form of discrimination or harassment. By holding ourselves and others accountable to these high standards, we can reap 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, sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, and gender identity), age, disability, genetic information, or retaliation (prior EEO activity). CSOSA and PSA are committed to correcting harassing conduct before it becomes severe or pervasive. CSOSA and PSA support every employee's right to exercise the protections guaranteed under Federal law and will take prompt and appropriate action when there is any finding of retaliation against any employee who engages in any protected EEO activity, including opposing discriminatory and/or prohibited personnel practices, or by participating in EEO complaint proceedings.

Equal employment opportunity means that employment-related decisions are made exclusively on the bases of job-related criteria, merit, ability, performance, and potential. Our Agency will ensure that employment opportunities are open to all candidates who meet the required qualifications. Employees and applicants will have the freedom to compete on a fair and level playing field with equal opportunity for competition.

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

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, career development, benefits, and separations. Agency employees who believe that they have experienced harassing conduct may contact CSOSA's Office of Professional Responsibility (OPR) by telephone at 202-442-1988 or via email at OPRComplaints@csosa.gov. Agency employees or applicants for employment who believe they have been discriminated against may contact CSOSA's Office of Equal Employment Opportunity, Diversity, and Special Programs (EEO Office) by telephone at 202-442-1680 or via email at EEOComplaints@CSOSA.gov within 45 days from the day the alleged discrimination occurred or, if the alleged discrimination involved a personnel action (for example, a demotion or termination), within 45 days of the effective date of that personnel action. Alternatively, as appropriate, Agency employees or applicants for employment who believe they have been discriminated against may contact the Office of Special Counsel at 202-254-3600 or the Merit Systems Protection Board at 202-653-7200.