



The Administrator

August 15, 2024

MEMORANDUM FOR ALL GSA EMPLOYEES

FROM: ROBIN CARNAHAN *Robin Carnahan*
ADMINISTRATOR (A)

SUBJECT: Annual Agency Equal Employment Opportunity Policy Statement

GSA strives to attract, develop, and retain the best employees from across the nation and provide an inclusive environment in which all are able to contribute to their full potential. Providing equal employment opportunity (EEO) for all is critical to that effort.

We are committed to ensuring that all GSA employees and applicants for GSA employment have the freedom to compete on a fair and level playing field, free from discrimination or harassment based on any protected basis.

GSA's policy is to afford employees and applicants for employment equal opportunities. Therefore, GSA does not tolerate discrimination or harassment based on race, color, religion, sex, pregnancy, gender identity, sexual orientation, national origin, age, disability, genetic information (including family medical history), or reprisal for protected EEO activity. EEO protections pertain to all GSA personnel and employment programs, as well as management practices and decisions, including recruitment, hiring, career development, promotions, transfers, reassignments, training, benefits, and separations.

GSA supports employees in exercising their rights under civil rights statutes. Accordingly, GSA will not permit reprisal against anyone who engages in protected EEO activity (e.g., reporting discrimination or harassment, participating in the EEO process, or requesting a reasonable accommodation for a disability or for religious purposes).

At GSA, we are committed to resolving workplace conflict in a timely, impartial, and constructive manner. We will address harassing conduct before it becomes severe or pervasive. Employees found to have unlawfully discriminated against or harassed another as defined by law may be subject to corrective action up to and including removal.

Employees or applicants who believe they have been unlawfully discriminated against and wish to initiate an EEO complaint may contact GSA's Office of Civil Rights (OCR) at eeo@gsa.gov or (202) 501-4571. Additional information is available on [GSA InSite](#).

Employees who believe they have been subject to, or have been a witness to, harassment must report the matter to their first line supervisor, another management official in their supervisory chain, or an [Anti-Harassment Coordinator](#). See [GSA Order HRM 9700.6 CHGE 2](#) for more information.

Ensuring equality of employment opportunity is not only a legal requirement, but it is also foundational to achieving administration and agency diversity, equity, inclusion, and accessibility (DEIA) goals and to making GSA an employer of choice. Please join me in demonstrating commitment to integrating EEO and DEIA principles into all we do.