



DEPARTMENT OF THE ARMY
U.S. ARMY COMBAT CAPABILITIES DEVELOPMENT COMMAND
ARMY RESEARCH LABORATORY
2800 POWDER MILL ROAD
ADELPHI, MARYLAND 20783-1138

FCDD-RLL-E

JAN 07 2022

MEMORANDUM FOR ALL U.S. Army Combat Capabilities Development Command
Army Research Laboratory Soldiers and Civilians

SUBJECT: Equal Employment Opportunity and Fair Treatment Policy Statement

1. As the Director of U.S. Army Combat Capabilities Development Command (DEVCOM) Army Research Laboratory (ARL), I want to ensure that my policy governing equal opportunity and treatment for all members is clearly understood. It is important that as DOD personnel, we conduct our daily affairs in line with the Equal Employment Opportunity Commission (EEOC), DOD and Army policies/procedures that have been set forth. I have zero tolerance for sexual harassment, unlawful discrimination and unfair treatment against all civilian personnel based on race, color, religion, national origin, and or sex. Furthermore, this includes discrimination based on age, mental/physical disability, and genetics. Additionally, reprisal against individuals who come forward with allegations of sexual harassment or unlawful discrimination will not be tolerated. It is imperative that we utilize equal opportunity, as it is essential to good unit morale and the overall effectiveness of our mission here at DEVCOM ARL.
2. The ARL's ability to provide the Army's workforce with innovative research, analytical support and technology remains contingent upon maintaining a work environment free from all forms of discrimination. I am personally and professionally committed to ensuring that fairness and equality of opportunity remain the hallmark of our mission success.
3. Equal Employment Opportunity (EEO) impacts many critical aspects related to maintaining our workforce. Managers and supervisors not only play a vital role in shaping our current workforce, but are the architects that design the composition of our future workforce and environment. Recruitment, hiring, promotions and training opportunities are just a few of the available mechanisms geared towards mission success, yet without equality in such processes, mission success can be compromised. Creating and maintaining an environment that embraces diversity and equality will help ARL attract outstanding employees, motivate them and inspire their loyalty.
4. The ARL has made many strides in achieving greater awareness, inclusion, and equality. I understand, however, that situations do occur that may result in perceived unfairness. Therefore, any employee or applicant for employment who believes that he or she has been discriminated against, with regards to a term, condition or privilege of employment, based on race, color, religion, sex (including sex stereotyping and gender identification), pregnancy or childbirth, sexual orientation, national origin, age (40 or

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over), disability, genetic information and/or reprisal (for participation in an EEO activity or opposing discriminatory practices), has a right to file a complaint of discrimination. Such matters must be presented to an EEO official within 45 days of either the actual occurrence or the time you became aware of the action.

5. Managers and employees are encouraged to use the Alternative Dispute Resolution (ADR) methods to resolve conflicts. The ARL's experience has demonstrated that ADR is an effective and less costly tool for resolving disputes.

6. The Agency holds each manager and supervisor accountable for promoting EEO in all aspects of employment, and for prohibiting discrimination and promptly taking appropriate corrective actions to eliminate discrimination in the workforce. While managers and supervisors are ultimately responsible for maintaining a work environment free of discrimination, everyone has a responsibility in this endeavor. Each employee is also responsible for maintaining professional conduct in the workplace and during the performance of their job duties, including treating their colleagues fairly, and with respect and professionalism. Discriminatory practices directed against service members, civilian employees, and contractors undermine morale, efficiency and ultimately our mission effectiveness. By demonstrating a clear commitment to the principles of diversity and equality, both supervisors and employees can have a positive impact on the work environment and culture of ARL.

7. For more information about EEO rights and responsibilities, or questions regarding this policy, please contact the ARL EEO Office at (301) 394-3336 or DSN 290-3336.



PATRICK J. BAKER
Director