



## JUSFC EEO Statement

DATE: January 3, 2012

The Japan-US Friendship Commission affirms its commitment to equal employment opportunity for all persons. The Commission's goal is to make its working environment a place where equal employment for all employees and access to employment for all applicants is assured, and where promoting civil rights is essential to the Commission's success. Unlawful discrimination because of race, color, sex, age, disability (mental and physical), national origin, religion, sexual orientation, political preference, labor organization or non-affiliation, marital status or parental status is strictly prohibited.

The Commission is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment. Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees of the Commission from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. Each staff member at the Commission is committed to supporting Equal Employment Opportunity (EEO) laws and regulations in accomplishing its goals. The Commission strives for an environment where employees and supervisors are able to communicate openly without fear of reprisal. The Commission is proactive in ensuring equal opportunity for all individuals, while fostering a work environment free of discrimination and harassment. All managers are encouraged to use positive, problem solving approaches to handling discrimination complaints at the earliest level. The Executive Director encourages all employees to fully participate in the EEO Alternative Dispute Resolution (ADR) Program when informed of their involvement. This is an effective mechanism for resolving cases at the grassroots level. The success of the Commission's programs and mission depends on the full commitment of all employees. Each will be held accountable for his or her actions in ensuring equal opportunity.

Paige Cottingham-Streater

Executive Director