



It is the policy of the Government of the United States to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, disability, genetic information; or pregnancy, childbirth, or related medical conditions; and to promote the full realization of equal employment opportunity through a continuing affirmative program in each agency.

See the list of Federal Equal Employment Opportunity Laws on the United States EEOC website: <https://www.eeoc.gov/federal-sector/digest/digest-equal-employment-opportunity-law-27>).

The Japan-U.S. Friendship Commission (JUSFC) affirms its commitment to equal employment opportunity for all persons. JUSFC'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 agency's success.

The purpose of this policy is to provide guidance to carry out JUSFC's Equal Employment Opportunity (EEO) responsibilities according to Federal laws, statutes, regulations, and policies to establish and maintain a model EEO Program.

Discrimination and harassment because of race, color, religion, sex, national origin, age, disability, genetic information, or pregnancy, childbirth, or related medical conditions, consistent with 29 CFR §1614.101(a) and reprisal is strictly prohibited. JUSFC will not tolerate workplace harassment or reprisal against anyone who engages in protected activity.

JUSFC is committed in all areas to providing a work environment that is free from harassment. 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.

Equal Employment Opportunity (EEO) covers all personnel/employment programs, management practices, and decisions, including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations under the following laws.

Title VII of the Civil Rights Act of 1964 (Title VII) makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate applicants' and employees' sincerely held religious practices, unless doing so would impose an undue hardship on the operation of the employer's business.

The Pregnancy Discrimination Act: It is the policy of the Government of the United States to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, age, disability, genetic information; or pregnancy, childbirth, or related medical conditions; and to promote the full realization of equal employment opportunity through a continuing affirmative program in each agency.

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The Equal Pay Act of 1963 (EPA) makes it illegal to pay different wages to men and women if they perform equal work in the same workplace. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The Age Discrimination in Employment Act of 1967 (ADEA) protects people who are 40 or older from discrimination because of age. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Title I of the Americans with Disabilities Act of 1990 (ADA) makes it illegal to discriminate against a qualified person with a disability in the private sector and in state and local governments. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

Sections 102 and 103 of the Civil Rights Act of 1991: Among other things, this law amends Title VII and the ADA to permit jury trials and compensatory and punitive damage awards in intentional discrimination cases.

Sections 501 and 505 of the Rehabilitation Act of 1973 make it illegal to discriminate against a qualified person with a disability in the federal government. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. The law also requires that employers reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless doing so would impose an undue hardship on the operation of the employer's business.

The Genetic Information Nondiscrimination Act of 2008 (GINA) makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Each JUSFC staff member is committed to supporting Equal Employment Opportunity (EEO) laws and regulations in accomplishing their goals. JUSFC strives for an environment where employees and supervisors can communicate openly without fear of reprisal. JUSFC is proactive in ensuring equal opportunity for all individuals, while fostering a work environment free of discrimination and harassment. All employees have the freedom to compete on a fair and level playing field.

In its commitment to maintain a continuing affirmative program that will promote equal opportunity, and to identify and eliminate discriminatory practices and policies, JUSFC will a) continue to develop plans, procedures, and regulations necessary to carry out JUSFC's program, and b) appraise staff at regular intervals to ensure that the agency is in conformation with EEOC's directives.

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 JUSFC's programs and mission depends on the full commitment of all employees. Each will be held accountable for their actions in ensuring equal opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Paige Cottingham-Streater". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paige Cottingham-Streater
Executive Director