AFRH
The Premier Retirement Community for America's Veterans

Armed Forces Retirement Home
Chief Operating Officer
3700 N. Capitol Street, P.O. Box 1303
Washington, DC 20011-8400

January 8, 2008

MEMORANDUM FOR ALL AFRH MANAGERS, SUPERVISORS AND EMPLOYEES OF THE ARMED FORCES RETIREMENT HOME

Subj: 2008 Policy Statement – Equal Employment Opportunity

As we begin calendar year 2008, I would like to take this opportunity to reaffirm my commitment to the principles of equal opportunity, affirmative employment and diversity. Discrimination based on race, color, religion, gender, age, national origin, physical or mental disability *violates* the law, as well as the policies of this Agency.

I continue to support and require my managers and supervisors to maintain a workforce that is rich in diversity. Diversity, as it applies to equal employment opportunity, means the inclusion of all races, gender, ethnic groups, religions, ages and people with disabilities in the workplace. I expect that each Home Director, Deputy Director, Service Chief, supervisor and manager to execute proactive affirmative employment principles to assure fairness and equity in personnel management – including recruitment, hiring, promotions, training and awards. I also encourage my management team to help employees balance work and family needs utilizing existing Federal programs. Additionally, I direct that appropriate accommodations and support systems are provided to individuals with disabilities. Our goal is to achieve a model workplace for all of our workforce.

Discrimination and sexual harassment are prohibited personnel practices and are not conducive to the development of a healthy workforce and therefore will not be tolerated. Complaints will be processed in accordance with appropriate laws and regulations and protected against reprisal. Ms. Avis Johnson (202) 708-8588 is our servicing EEO Officer.

The intent of this policy is to foster a working environment that encourages a sense of professionalism and respect for all. I am confident that all management officials will ensure that this policy is strictly enforced throughout the entire workforce.

TIMOTHY C. COX
Chief Operating Officer

Copy to:
GSA EEO Officer