



NATIONAL GALLERY OF ART

*Office of the Director*

July 28, 2020

Memorandum to All Gallery Staff

Subject: Equal Employment Opportunity

As Director, I want to express to the entire staff of the National Gallery of Art my personal commitment to the principles and goals of equal employment opportunity (EEO). I will work to ensure that all employees of, and applicants to, the National Gallery of Art are treated equitably, and that all employees work in an environment free from discrimination and harassment based on race, color, national origin, religion, sex (including pregnancy, sexual orientation, and gender identity), age (40 years old and older), disability (mental or physical), or genetic information, and free from retaliation for opposing discrimination or participating in the EEO process.

The protection of the staff is of paramount importance to me. Every employee is expected to assist in making the workplace an inclusive, respectful and professional environment. Towards this goal, all employees must attend EEO training by the EEO Office every two years. In addition, every two years supervisors and managers must attend training by the Personnel Office that emphasizes their responsibility to promote equal employment opportunity, diversity, and inclusion in all of their personnel practices, administrative actions, management decisions, and in their conduct.

The National Gallery of Art does not tolerate harassment, which is unwelcome conduct on any basis listed above, including sexual harassment and harassment based on disability. Such behavior is unacceptable and cannot occur in our workplace. Likewise, the Gallery does not tolerate harassment based on retaliation for an individual's participation in the EEO process or opposition to unlawful employment practices. Those who violate the Gallery's EEO policies will be held accountable.

If you feel that you have experienced discrimination, harassment, or retaliation, you have several options available to you, including filing a complaint with the EEO Office and/or making a complaint to Gallery management. I want to assure you that the Gallery will keep EEO complaints confidential to the maximum extent possible and will conduct prompt and impartial investigations. The Gallery will take immediate and appropriate corrective action to address any form of discrimination, harassment, or retaliation it finds as the result of a management investigation, even if it does not rise to the level of unlawful behavior. Specific information about these complaint processes can be found in Circular No. 39, *Equal Employment Opportunity*, and the Gallery's Anti-Harassment and Retaliation Policy and Complaint Procedures.

If you have questions about your rights and responsibilities and the processes and procedures for registering a complaint with the EEO Office, please contact Marisa Marinos, EEO Officer within 45 calendar days at 202-842-6070 or [eeo@nga.gov](mailto:eeo@nga.gov). If you have questions about how to report an incident of discrimination, harassment, or retaliation to Gallery management, please contact Doug Goodell, Personnel Officer, at 202-842-6282 or [d-goodell@nga.gov](mailto:d-goodell@nga.gov).

I also want to affirm the Gallery's commitment to being a model employer for individuals with disabilities. It is our responsibility to ensure that staff with disabilities may enjoy all the benefits and privileges of employment shared by staff without disabilities. I remind supervisors and managers of the Gallery's obligation to provide reasonable accommodations to qualified individuals with disabilities, as long as the accommodation does not impose an undue hardship on the Gallery. For more information about reasonable accommodations, please contact Miriam Berman, Reasonable Accommodations Coordinator, at (202) 842-6582 or [m-berman@nga.gov](mailto:m-berman@nga.gov).

Every employee is a partner in fostering an inclusive workplace that values our differences and allows each individual to achieve and maintain excellence. I expect you to join me in making this a reality through your support of the Gallery's EEO program, supporting mediation to resolve issues, as appropriate, and adherence to the principles of equal employment opportunity, diversity, and inclusion. This will ensure that all employees will have the freedom to compete on a fair and level playing field as the Gallery creates the best possible work environment for its staff.

A handwritten signature in black ink that reads "Kaywin Feldman". The signature is written in a cursive, flowing style.

Kaywin Feldman