

February 8, 2024

434 E. University Blvd., Suite 300, Tucson, AZ 85705
TELEPHONE: 520.901.8500 FAX: 520.901.8571

To: All Udall Foundation Employees

From: David Brown, Executive Director

Subject: Udall Foundation Policy on Equal Employment Opportunity and Affirmative Employment

The Morris K. Udall and Stewart L. Udall Foundation (“Udall Foundation”) is committed to providing a workplace free from discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information.

The Udall Foundation is committed to providing a work environment free from reprisal or retaliation based upon participation in the Equal Employment Opportunity (EEO) process, which covers all personnel and employment programs, management practices, and decisions including but not limited to recruitment, hiring, merit promotions, transfers, reassignments, training, career development, benefits, and separations.

The Udall Foundation is committed to increasing the employment and advancement opportunities of groups protected under Federal employment statutes who are underrepresented in the Udall Foundation's workforce as compared to their relevant civilian labor force levels. The Board of Trustees and I are committed to adhering to EEO laws and to achieving a workforce that reflects the Nation's diversity through the implementation of an effective affirmative employment program. The Udall Foundation is also committed to ensuring that all employees will have the freedom to compete on a fair and level playing field for competitive positions openings within the Udall Foundation.

We will continue to make strong, positive efforts to ensure that all persons are given full and appropriate consideration for employment, promotions, training, and participation in all agency-sponsored programs. We will continue to value and respect the differences each employee brings from his/her culture. In addition, supervisors and managers will continue to foster an environment where all employees are judged on their merits, free of discriminatory policies and practices. You have my assurance that the Udall Foundation will not tolerate harassment nor reprisal against anyone who engages in protected activity.

Managers and supervisors are held accountable for supporting the agency's EEO policy and programs. I expect supervisors and managers to promote the agency's EEO policy in all employment activities, and to utilize our interagency agreement with GSA to support EEO processes including for alternative dispute resolution and personal assistance services. Diversity in our workforce enhances our ability to accomplish the Udall Foundation's mission because it increases the range of skills and approaches available to us. Working together, we can reach our affirmative employment objectives and be a model agency for EEO.

Udall Foundation employees who believe they have been subjected to discrimination or retaliation may initiate a complaint by contacting **the GSA Office of Civil Rights at (202) 501-**

0767 or ocr@gsa.gov. Employees are reminded that EEO complaints must be initiated with the GSA Office of Civil Rights within 45 days. Employees who contact GSA to report a discrimination or retaliation complaint should remind the GSA intake official that the Udall Foundation has an interagency agreement with GSA to process such complaints. Once notice of the allegation has been transmitted to the Udall Foundation, the agency will begin an investigation within 10 days, with the Udall Foundation General Counsel serving as the intake official. Within 60 days of notice of the allegation, the agency will reach a decision and take any necessary corrective action, with a final determination made by the Udall Foundation Executive Director.