

**AGENCY FOR HEALTHCARE RESEARCH AND QUALITY**

**Subject:** Equal Employment Opportunity and EEO Complaints Process

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Memo from the Director

The Agency for Healthcare Research and Quality (AHRQ) is committed to ensuring and promoting the full realization of equal employment opportunity (EEO). As part of the Department of Health and Human Services (HHS), we have a proud heritage of protecting and advancing the health of the American people, a Nation of the most diverse people in the world.

I pledge my unequivocal commitment to continue to carry out AHRQ's long tradition of vigorously enforcing all applicable Federal EEO laws, regulations, Executive Orders, and management directives. Such efforts will ensure the integrity of our mission at AHRQ by affording our c911/n7(em)-12 78 (ur)41Dd63 -0.002-2.9 (r)-d eno (by a)2 (f)8Twrng0)19 (b)9764 (c)hhp2.5 (1)0 (9)88169

implicitly a term or condition of one's employment, or (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or (3) such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

I assure all AHRQ employees and on-site AHRQ contractors that allegations of discrimination and harassment, including those of a sexual and non-sexual nature, will be taken seriously by Agency management and will be immediately addressed. Appropriate corrective action – up to and including termination – will be taken if allegations are substantiated.

#### *Reporting Discrimination or Harassment*

Both supervisors and employees bear responsibility to maintain a work environment free from discrimination and harassment. Employees must not engage in harassing conduct and should report such conduct to their supervisor, another management official, and/or HRSA's Office of Civil Rights, Diversity, and Inclusion, as appropriate. The official who receives such harassment claims will ensure the confidentiality of the individual making the claims to the greatest extent possible. If an employee brings an issue of harassment to a supervisor's attention, the supervisor must promptly investigate the matter in a thorough and impartial manner, share the outcome of such inquiries with the affected parties, and take appropriate and decisive corrective action. Supervisors are encouraged to seek guidance from HRSA's Office of Civil Rights, Diversity, and .6 (i)02ff. ( t)-3.4

This memorandum supersedes the Equal Employment Opportunity and EEO Complaints Process Memorandum dated March 27, 2023, to all AHRQ employees.