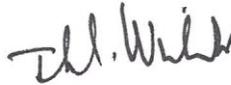




**U.S. Customs and
Border Protection**

JUL - 9 2013

MEMORANDUM FOR: All CBP Employees

FROM: Thomas S. Winkowski 
Deputy Commissioner of CBP,
Performing the duties of the Commissioner of CBP

SUBJECT: Anti-Discrimination and Anti-Harassment Policy Statement

As the Deputy Commissioner of U.S. Customs and Border Protection (CBP), Performing the Duties of the Commissioner of CBP, I want to affirm that unlawful discrimination, the unfavorable treatment of a person or class of persons based on their protected status under Federal law, is strictly prohibited. It is CBP's policy to treat all individuals in a non-discriminatory manner, without regard to their protected status under Federal law, regulation or policy. We are committed to the principles of equality, fairness, and respectful treatment for our coworkers and applicants for employment. This policy applies to all CBP employment programs and management practices and decisions. Additionally, individuals who file complaints alleging unlawful employment discrimination shall not be subject to any form of reprisal.

Furthermore, CBP employees shall not engage in any form of unlawful harassment in the workplace or in the performance of their official duties. Prohibited harassment includes, but is not limited to, unwelcome verbal, non-verbal, or physical behavior directed at an individual because of his/her protected status under the law when such actions unreasonably interfere with the person's ability to perform his or her assigned duties. All CBP executives, managers, and supervisors shall take immediate and appropriate action once they are made aware of an allegation of harassment. Please note that even if an individual's behavior does not rise to the level of unlawful discrimination as defined by Federal law, regulation, executive order or policy, it may still violate CBP's Standards of Conduct.

All employees are reminded of their obligation to report misconduct, including discriminatory or harassing behavior, to the Office of Internal Affairs by:

- Calling the toll-free Joint Intake Center Hotline at 1-877-2INTAKE or sending a fax to (202) 344-3390;
- Sending an e-mail message to Joint.Intake@dhs.gov;
- Contacting your servicing CBP Internal Affairs (IA) Office;
- Contacting an ICE Office of Professional Responsibility (OPR);
- Writing to P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, DC 20044;
- Calling the Office of Inspector General (OIG) at 1-800-323-8603;
- Sending an e-mail message to DHSOIGHOTLINE@dhs.gov; or
- Writing to Department of Homeland Security, Washington, DC 20528, Attn: Office of Inspector General, Hotline.

Additionally, employees who believe they have been subjected to unlawful employment discrimination and want to initiate an informal EEO complaint must contact CBP's Office of Diversity and Privacy (ODP) within 45 calendar days of the alleged discriminatory act by:

- Calling 1-877-MY-EEO-HELP(1-877-693-3643);
- Submitting a *Request for EEO Counseling* at www.cbp.gov/eo; or
- Contacting the servicing Diversity Officer.

Informal complaints which are not initiated within 45 calendar days may be found untimely. To identify the Diversity Officer responsible for your duty station, or to obtain additional information regarding the EEO complaint process, please visit the CBP EEO website at www.cbp.gov/eo.