Equal Employment Opportunity & Affirmative Action Policy Statement

It is the policy of Jefferson Science Associates, LLC (JSA) and the Thomas Jefferson National Accelerator Facility (Jefferson Lab) to maintain a firm commitment to Equal Employment Opportunity and Affirmative Action. To ensure that this commitment is carried out in practice, JSA/Jefferson Lab shall:

- Administer all personnel actions including, but not limited to, recruiting, hiring, training, compensating, providing benefits, recreational activities and facilities, transferring, promoting, laying off, recalling, approving professional and educational activities, and developing and interpreting policies without regard to race, color, religion, ethnicity, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or veteran status, or on any other basis prohibited by federal, state, or local law.
- Ensure the furtherance of the principles of Equal Employment Opportunity by preventing discriminatory practices and basing all personnel decisions, which affect employees or employment applicants, on job-related criteria only.
- Strive, through outreach efforts, to overcome any identified underutilization of females, minorities, individuals with disabilities, and veterans.
- Provide a work environment that is free of discrimination, harassment, intimidation, or coercion for all employees regardless of race, color, religion, ethnicity, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or veteran status, or on any other basis prohibited by federal, state, or local law.
- Protect employees and applicants from harassment, intimidation, threats, coercion, or discrimination based on their having engaged in, or potentially engaging in, filing a complaint or assisting in an investigation under Executive Order 11246, as amended and/or any other federal, state, or local law or regulation regarding Equal Opportunity.
- Provide reasonable accommodations for individuals with disabilities, unless doing so will result in an undue hardship. Reasonable accommodations are to be considered on a case-by-case basis.

The Human Resources Director holds overall responsibility for managing and implementing Equal Employment Opportunity and Affirmative Action policies and the Affirmative Action Programs, including the monitoring of progress towards meeting goals.

In order to ensure that the Equal Employment Opportunity and Affirmative Action policy is fully implemented within the spirit and in the interest of governing laws and regulations, we expect all Associate Directors/Department Heads and management to support and positively promote Jefferson Lab's Affirmative Action Programs.

JSA/Jefferson Lab's policy on Equal Employment Opportunity and Affirmative Action is included in the Administrative Manual, available on the Jefferson Lab Intranet. The program of Affirmative Action for individuals with disabilities and the program of Affirmative Action for protected veterans are available to employees and applicants for review in Human Resources upon request. We encourage all employees to become familiar with the contents of these documents and to participate actively in furthering the JSA/Jefferson Lab Equal Opportunity and Affirmative Action Programs.

9/2/2016

Hugh E. Montgomery
Director, Jefferson Lab

Date