



**Surface Transportation Board**  
Washington, D.C. 20423-0001

*Office of the Chairman*

## **Memorandum**

**TO:** All Employees **DATE:** May 17, 2023

**FROM:** Chairman Martin J. Oberman

**SUBJECT:** Equal Employment Opportunity (EEO) and Diversity, Equity, Inclusion, and Accessibility (DEIA) Policy

As Chair of the Surface Transportation Board (STB), I reaffirm the agency's commitment to equal opportunity in employment regardless of race, color, sex (including pregnancy, sexual orientation, gender identity, and gender stereotyping), national origin, religion, age (40 years and older), disability (physical and/or mental), genetic information, and/or reprisal for an individual's opposition to discrimination or participation in the EEO process, as set forth in more detail below. The STB will continue to provide a workplace that is free from all forms of discrimination, harassment, and retaliation, ensuring equal opportunity in all human capital and employment programs, management practices, and employment-based decisions, including, but not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations.

Further, the STB will continue to actively and consistently support and promote the principles of equal opportunity, diversity, inclusion, and accessibility in order to guarantee an environment in which employees are valued, treated with dignity and respect, and provided the freedom to compete on a fair and level playing field. The entire STB community—executive leadership, supervisors, managers, and staff—will always be held accountable to maintain an environment with the highest standards of diversity, inclusion, accessibility, and equal employment opportunity. The STB will not tolerate workplace harassment or reprisal against anyone who engages in protected activity. Protected activity includes asserting the right to be free from employment discrimination, including harassment, under the federal EEO laws. It can take many forms, such as filing or being a witness in an EEO complaint, investigation, or lawsuit, opposing discriminatory practices, or requesting a reasonable accommodation for a disability or religious belief.

The STB commits to maintaining a work environment for all employees that is diverse, inclusive, and free from any unlawful discrimination, prohibited harassment, and retaliation in all aspects of employment policies and practices. For STB to achieve its organizational mission while maintaining the highest standards of excellence, we must continuously aim for inclusion and engagement of all employees. Our strength as an institution stems from the diversity of our workforce and the breadth of our individual and collective experiences.

As an agency, we will seek to strengthen our efforts to attract, hire, and retain individuals with disabilities by utilizing special hiring authorities, and by providing reasonable accommodations to qualified individuals with disabilities. The STB is committed to providing equal employment opportunities to individuals with disabilities and ensuring that applicants for employment and existing employees with disabilities are treated with the same respect and fairness that every employee expects and deserves in the workplace.

We will also continue to ensure that STB contributes its talents towards the federal government-wide goal to be a model for diversity, equity, inclusion and accessibility, where all employees are treated with dignity and respect. The STB acknowledges that diverse, equitable, inclusive, and accessible workplaces yield higher-performing organizations. The STB is committed to providing resources and opportunities to strengthen and advance diversity within STB; continue its efforts to recruit, hire, develop, promote, and retain talent that contributes to our mission; and reaffirm our commitment to removing barriers to equal opportunity.

Employees and applicants for employment at the STB who believe they have been subjected to any form of discrimination, harassment, or reprisal and who wish to pursue an EEO complaint must contact an EEO Counselor/the Office of Equal Employment Opportunity within 45 calendar days of the date of the alleged discriminatory, harassing, or reprisal action. In the case of a personnel action, contact must be made within 45 calendar days of the effective date of the personnel action. To contact an EEO Counselor, please call (202) 360-9302 or email [eeo@stb.gov](mailto:eeo@stb.gov).

Employees who believe they are experiencing or have witnessed harassment should bring their concerns immediately to the attention of the appropriate management officials, as outlined in STB's procedures for the prevention and elimination of workplace harassment. The STB *Anti-Harassment Procedures* are detailed in [STB Administrative Issuance No. 5-828](#).

Employees and applicants for employment shall have full access to equal employment opportunity at the STB. All employees will have the freedom to compete on a fair and level playing field. Additionally, the STB shall provide reasonable accommodations to qualified employees and applicants with disabilities, provided that doing so does not cause an undue hardship for the STB. The STB shall also provide personal assistance services to employees with targeted disabilities who need such services because of their targeted disability. The STB procedures for *Reasonable Accommodation for Individuals with Disabilities* are detailed in [STB Administrative Issuance No. 5-827](#).

My personal commitment as Chair of the Surface Transportation Board is that all employees and applicants for employment will be treated with dignity and respect. In furtherance of this policy, and as required by EEO laws, managers and supervisors should proactively and routinely consider initiatives and workplace flexibilities that ensure fairness, equity, and accessibility in all aspects of personnel management/employment programs, including, but not limited to recruitment, hiring, promotions, transfers, reassignments, training and career development, benefits, separations, and awards. As we continue to provide access to opportunities for diverse, qualified employees, we must also continue to ensure that we select, promote, train, and award individual merit, knowledge, skills, and abilities. As Chair, I challenge each of you to continuously promote a culture where all employees are valued, included, engaged, and respected.