



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES

THE CHAIR

**TO:** All Employees

**FROM:** Shelly Lowe  
Chair

**CC:** Kelsey Coates  
Chief of Staff and Acting Equal Employment Opportunity Director

**SUBJECT: Administrative Directive MD-713-1  
FY 2020 Equal Employment Opportunity Policy Statement**

Equal opportunity is fundamental to the work the National Endowment for the Humanities (NEH) performs in service to the nation. We are committed to ensuring a supportive and respectful environment at NEH so that employees can be productive with the expectation that they will be treated fairly and equitably.

NEH does not condone or tolerate discrimination or harassment based on age, color, disability, sex (including pregnancy, sexual orientation, and gender identity), genetic information, national origin, race, or religion. Nor does NEH condone or tolerate retaliation against those who initiate discrimination complaints (either formally or informally), serve as witnesses or otherwise participate in the Equal Employment Opportunity (EEO) process, or oppose discrimination or harassment. Where appropriate, NEH will provide reasonable accommodations to employees and applicants for employment with disabilities.

These protections and principles guide all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and access to career-development programs. Managers and supervisors are responsible for preventing, documenting, and promptly correcting harassing conduct in the workplace.

NEH will take appropriate disciplinary action against employees who violate the laws prohibiting unlawful discrimination practices. NEH employees and applicants for NEH employment who believe they have been subjected to any form of discrimination, harassment or reprisal in employment are encouraged to contact an NEH EEO Counselor. For more information regarding EEO at NEH, please see:  
<https://www.neh.gov/about/equal-employment-opportunity>.

NEH expects the full support of its employees in implementing this policy, and encourages all employees to actively promote the principles of non-discrimination.

A handwritten signature in black ink, appearing to read "Shelly Lowe".

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Shelly Lowe  
Chair

April 4, 2022

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Date