


Office of the Director

U.S. Department of Homeland Security
500 12th Street, SW
Washington, DC 20536



U.S. Immigration and Customs Enforcement

MEMORANDUM FOR: All ICE Employees

FROM: Matthew T. Albence
Acting Director 

SUBJECT: *Equal Employment Opportunity Policy Statement*

Although the U.S. Immigration and Customs Enforcement (ICE) workforce is varied and diverse, I know there are some things we all believe. Each of us wants a workplace where we know we will be treated fairly and equitably. This begins with a commitment we make to each other to fully enforce federal equal employment opportunity (EEO) laws and adhere to all regulations and policies that prohibit discrimination, harassment (sexual and non-sexual), and retaliation in the workplace. We are individually and collectively responsible for creating and maintaining a workplace where individuals can thrive based on their ability, merit, and talents. As such, all employees are expected to model professional behavior, at all times.

No leader within ICE shall tolerate discrimination in any form, and we will take corrective action to ensure compliance with laws, regulations, directives, and policies that govern personnel decisions and procedures, such as merit promotion, recruitment, hiring, awards, and promotion and detail assignments. ICE is also determined to eliminate harassment from the workplace, including any unwelcome conduct (either sexual or non-sexual, and verbal or non-verbal) which interferes with an individual's work performance or creates an intimidating, offensive, or hostile environment.

Employees, former employees, and applicants for employment have the right to file an EEO complaint within 45 calendar days of alleged harassment, discrimination, and/or retaliation, or within 45 calendar days after they become aware of such an alleged event or action. If you believe that you have been subjected to discrimination on the basis of race, color, religion, gender (including pregnancy, gender identity, and sexual orientation), national origin, disability (physical or mental), age (40 years of age or over), genetic information (including family medical history), or have been harassed or retaliated against please contact the ICE Office of Diversity and Civil Rights (ODCR) at: 202-732-0190 or via email at: EEO-ADR-ICE@ice.dhs.gov.

Employees may also file complaints with the Office of Special Counsel (OSC) (www.osc.gov) alleging discrimination or harassment. OSC investigates and prosecutes allegations of prohibited personnel actions. Reporting an allegation to ICE ODCR does not affect an employee's right to file a complaint with OSC. Similarly, filing a complaint with OSC does not preclude an employee from filing a complaint with ICE ODCR.

All employees are expected to fully participate in investigations into allegations of discrimination, harassment, and/or retaliation. Managers and supervisors must also support and participate, in good faith, in the alternative dispute resolution program for resolving EEO allegations.

My personal commitment to maintaining a work environment that supports equal employment opportunity is unwavering. Each of us must work together to promote a professional work environment that reflects our values of integrity, courage and respect. I look forward to working with you to ensure that ICE programs, policies, and procedures provide opportunity for each member of our workforce to fulfill their potential, because only by doing so can we accomplish our difficult and important mission of protecting America from the cross-border crime and illegal immigration that threaten national security and public safety.