



COMMISSIONER

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, DC 20224

January 9, 2024

MEMORANDUM FOR ALL EMPLOYEES

FROM: Daniel I. Werfel
Commissioner of Internal Revenue

Daniel I.
Werfel

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I. Werfel
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SUBJECT: Fiscal Year 2024 - Equal Opportunity Policy

The Internal Revenue Service reaffirms its long-standing commitment to providing an environment free of discrimination and harassment. We strive to be a leader in Equity, Diversity, Inclusion, and Accessibility (EDIA), and it all starts with our commitment to provide every individual with equal opportunity in employment programs and occupational activities across the Service. We celebrate the diverse workforce and community we serve and are committed to creating an inclusive and accessible work environment for all employees. We believe that diversity, and inclusion is critical to our overall success.

Our commitment to EDIA principles and practices aids in our ability to achieve our mission to help America's taxpayers meet their tax responsibilities and enforce the law with integrity and fairness to all. All IRS employees and applicants will be afforded equal protection under the law. We are committed to compliance with all applicable Federal Equal Employment Opportunity (EEO) laws, rules, regulations, executive orders and directives. It is my commitment:

- To create a work environment where all employees are treated with dignity and respect;
- To ensure taxpayers, employees and applicants' civil rights are upheld;
- To ensure there is no discrimination in recruitment, selection, training, and promotion;
- To ensure diversity and inclusion principles are integrated into agency policies, procedures and practices;
- To provide an effective procedure for complaints and to treat them all in a sensitive, fair, timely and confidential manner;
- To ensure no employee is discriminated against for participating in the EEO process (investigation or proceedings);
- To ensure reasonable accommodations are provided for qualified individuals with disabilities and for religious practices, in accordance with applicable authorities; and
- To ensure accessibility of facilities, information technology, and programs and services to all employees.

The IRS prohibits harassment and any form of discrimination that is based on race, color, sex (gender, pregnancy, sexual orientation, gender identity, and transgender status), national origin, religion, age (40 and over), disability (mental or physical), parental status, protected genetic information, or need for reasonable accommodations for qualified individuals with disabilities or for religious practices, and the IRS prohibits retaliation for engaging in the EEO process.

Any individual who believes they have been subjected to unlawful discrimination, is encouraged to contact an EEO Counselor to begin the EEO complaint process.

To pursue a claim of discrimination, you must contact an EEO Counselor within 45 calendar days of the alleged discriminatory event. Employees may report allegations of discrimination, including harassment based on sex, retaliation for participating in EEO activities or any other prohibited bases, by contacting EEO through the Employee Resource Center via IRS Source or by calling (866) 743-5748 or via e-mail at *EEO@irs.gov. Sexual Harassment may also be reported by calling the Sexual Harassment Hotline at (866) 298-7672.

When contacted by an EDI representative during the EEO process, it is the responsibility of all IRS employees and managers to fully cooperate in a timely manner. Managers are also reminded that their participation in official Alternative Dispute Resolution (ADR) efforts to resolve informal EEO complaints is required.

Although prevention is one of the greatest tools for our continued success, our employees are our most important asset. Each of us depends on our fellow colleague to uphold and maintain a positive work environment that fosters respect for all.

I thank you for your willingness to remain vigilant in facilitating the Service's efforts to foster a positive work environment and to eliminate discrimination in the workplace.