

Equal Employment Opportunity Policy

Federal Retirement Thrift Investment Board

Effective Date: May 31, 2016

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1. Overview

The Federal Employees' Retirement System Act of 1986 (FERSA) authorized the Federal Retirement Thrift Investment Board (FRTIB, Agency), an independent agency of the U.S. Executive Branch, to administer the Thrift Savings Plan (TSP), one of the three components of the Federal Employees' Retirement System (FERS). The TSP is a defined contribution plan for U.S. Federal employees (including those covered by the Civil Service Retirement System (CSRS)) and members of the uniformed services). FRTIB and TSP are collectively referred to as the Agency. The mission of FRTIB is to administer the TSP solely in the interest of its participants and beneficiaries.

The Office of Resource Management (ORM) is the FRTIB office that supports and manages human resources and administrative activities for the Agency in accordance with Office of Personnel Management (OPM) regulations and other applicable Federal regulations. ORM serves as a strategic partner to FRTIB leadership and drives the design of innovative, effective administrative services and human resource programs to support FRTIB employees and its overall mission. The Administrative Services Branch is a sub-office within ORM that manages the key business processes related to FRTIB's administrative programs and initiatives.

This document sets forth FRTIB's policy related to implementation of its Equal Employment Opportunity (EEO) program. The objective of this policy is to promote and achieve equal opportunity in employment and personnel practices within the FRTIB. This policy governs FRTIB's EEO program and compliance activities. The FRTIB Office in charge of administering and implementing this policy is ORM.

2. Policy

FRTIB will provide equal employment opportunities for all employees and applicants for employment regardless of race, color, national origin, sex (includes pregnancy, equal pay, gender identity/transgender status, and sexual orientation), religion, age, disability, and genetic information. Pursuant to this policy, FRTIB prohibits discrimination on these bases in the workplace and the Agency's employment practices. FRTIB strives to provide and maintain a work environment that is free from all forms of discrimination, including discriminatory harassment, as well as reprisal or

retaliation for requesting EEO protection. FRTIB seeks to address improper conduct (e.g., harassment) at the earliest possible stage, before it becomes severe or pervasive. This policy supplements Equal Employment Opportunity Commission (EEOC) guidance. Anytime a discrepancy exists between the two, EEOC guidance shall take precedence.

FRTIB will maintain its EEO program following the guidance for a "Model EEO Agency," as defined in the EEOC Management Directive (MD) 715. In MD-715, EEOC provides policy guidance and standards to establish and maintain effective affirmative programs of EEO under Title VII of the Civil Rights Act of 1964 and related antidiscrimination laws. FRTIB is committed to implementing all applicable Federal laws, regulations, and EEOC guidance to develop Model EEO Agency Plans and annual reporting of accomplishments.

Pursuant to MD-715, the Agency shall implement strategies to identify and remove deficiencies or barriers to success for its EEO program. This includes ensuring EEO compliance during typical FRTIB activities including outreach and recruiting, hiring, promoting, training, awareness, facilities and program accessibility for FRTIB employees. The EEO Program Manager will ensure that all memorandums and other informational items that detail policy or procedural updates are distributed appropriately after receiving Executive Director approval.

2.1 EEO Program Complaint Process

The EEO Program Manager shall ensure an accessible complaint procedure exists that includes confidential counseling, mediation, and investigation. Where it is established that discrimination occurred, FRTIB will take prompt corrective action, including disciplinary action against employees who engage in discriminatory practices. The Agency will use a contractor/vendor to handle all complaint processing activities to avoid conflicts of position or conflicts of interest. The Agency and the contractor shall follow the regulations set forth in 29 C.F.R. Part 1614 and the guidelines in MD-110 for processing discrimination complaints.

Federal employees who believe they have been discriminated against shall consult with an EEO counselor within forty-five (45) days of the discriminatory event or 45 days of the effective date of

the personnel action prior to filing a complaint in order to make an attempt to informally resolve the matter. The goal of EEO counseling is to resolve disputes as early as possible.

Federal employees who have knowledge of the circumstance(s) or incident(s) causing the employee to file an EEO complaint shall cooperate during all stages of the complaint process. This cooperation includes assisting counselors, mediators, and investigators. Likewise, if the employee fails to cooperate during the complaint process, his or her complaint may be dismissed. Other parties, including responsible management officials and witnesses, who do not cooperate may be disciplined in accordance with *FRTIB Disciplinary and Adverse Actions Policy* for failing to assist in EEO proceedings.

All FRTIB employees shall perform their duties in compliance with applicable EEO laws and regulations. FRTIB employees are required to participate in EEO training annually to support this objective. The EEO Program Manager is responsible for identifying and communicating appropriate EEO training to FRTIB employees in coordination with the Human Resources Division to ensure FRTIB meets EEO compliance requirements.

FRTIB shall meet applicable annual reporting requirements to EEOC.¹ These reports demonstrate the effectiveness and performance of the FRTIB EEO Program.

3. Applicable Procedures


- EEO Procedures

4. Revision History

Date	Version	FRTIB Author	Comments <i>(briefly summarize change)</i>
4/29/2016	0	Irene Goodheer	Initial Version

¹ See Appendix A to the FRTIB EEO Procedures

5. Approval

Name:  Date: May 17, 2016
Gisile Goethe

Title: Director, ORM

Name:  Date: 5/18/2016
Mark Walther

Title: Chief Operating Officer, FRTIB