MISSOURI BOTANICAL GARDEN
MEMORANDUM

President’s Office

TO: All Staff, Volunteers, Suppliers and Garden Patrons

FROM: Dr. Peter Wyse Jackson

SUBJECT: 2017 EEO POLICY STATEMENT

Missouri Botanical Garden maintains a continuing policy of non-discrimination in employment. It is our policy to provide equal opportunity in all phases of the employment process and in compliance with applicable federal, state, and local laws and regulations. This policy of non-discrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Employees and applicants of Missouri Botanical Garden will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in an investigation or compliance review related to, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state non-discrimination law, rule, or regulation.

If you believe that you have been discriminated against in any manner as described above, you should notify Rebecca Ingram, Vice President of Human Resources at extension x122, Teresa Clark, Senior Human Resources Manager at extension x183, or me at extension x481. The Garden will continue to direct its management personnel to take such action as may be required to prevent behavior prohibited by this policy. All matters will be investigated and appropriate disciplinary action will be taken, up to and including termination of employment, if necessary. Retaliation against anyone who complains of or witnesses behavior contrary to this policy also is prohibited.

As President and Director, Missouri Botanical Garden, I am fully committed to this policy and our programs, and I am sure you will continue to give your full assistance and support in fulfilling this important policy commitment.