



Date: November 13, 2023  
To: All Kennedy Center Employees  
From: Deborah F. Rutter, President  
Subject: **Equal Employment Opportunity Statement**

Sharing and celebrating the richness of our society is at the core of the mission of the John F. Kennedy Center for the Performing Arts (the “Kennedy Center”). Every Kennedy Center employee plays a critical role in this effort and our success relies on a workplace that embodies respect, inclusivity, openness, and collaboration.

I am committed to ensuring a just and equitable workplace and providing employees the freedom to compete on a fair and level playing field. Discrimination based on factors that have no bearing on the person’s ability to perform their duties have no place at the Kennedy Center and will not be tolerated. Employees, contractors, vendors, and all other individuals who conduct business with the Kennedy Center are expected to uphold this commitment. We must work together to we maintain an environment free from discrimination, sexual and discriminatory harassment, and retaliation.

At the Kennedy Center, no person will be denied opportunities because of their race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), national origin, age, disability, marital or parental status, genetic information (including family medical history), military service or veteran status, citizenship status, political affiliation, or any other legally protected characteristic. This applies to all aspects of the employment process including: recruitment, hiring, training, promotion, compensation, benefits, transfers, layoffs, and discipline.

The Kennedy Center also offers reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices. Federal employees with target disabilities are provided personal assistance services.

Anyone who believes they have witnessed or been subject to conduct which violates the Kennedy Center’s equal employment opportunity, non-discrimination, or anti-harassment policies should report the conduct to their direct supervisor, a higher level supervisor within their management chain, or the Kennedy Center’s Compliance Hotline at [Compliance@kennedy-center.org](mailto:Compliance@kennedy-center.org) or (202) 416-8184.

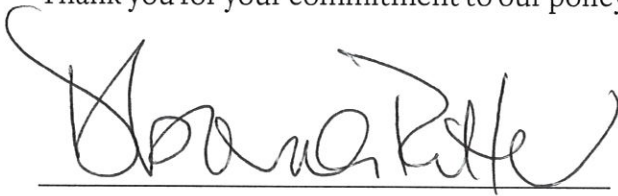
Employees may also seek redress through the equal employment opportunity (EEO) complaint process (applicable to all employees and applicants), grievance process (applicable to bargaining unit employees), Merit System Protection Board (applicable to Federal employees), or Office of Special Counsel (applicable to Federal employees). Individuals who report discrimination or

harassment are safeguarded against retaliation as outlined in the Kennedy Center's Whistleblower Policy.

Employees and applicants who elect the EEO complaint process should contact Bashen Corporation, the Center's EEO complaint administrator, within 45 days. Bashen Corporation is available through the EEO Hotline at [EEOHotline@kennedy-center.org](mailto:EEOHotline@kennedy-center.org) or (800) 944-1553. The Center resolves EEO complaints in accordance with the Federal sector complaints process outlined in 29 C.F.R. 1614, *Federal Sector Equal Employment Opportunity* and EEOC Management Directive 110.

My commitment to equal employment opportunity goes beyond avoiding what is prohibited by law. The Kennedy Center was founded on expanding our understanding and appreciation for one another through the performing arts. Achieving this begins with fostering a workplace that models the ideals we seek to promote through the arts.

Thank you for your commitment to our policy and values.

A handwritten signature in black ink, appearing to read "Deborah F. Rutter", written over a horizontal line.

Deborah F. Rutter