



**OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT**

January 8, 2024

GENERAL MEMORANDUM NO. 007 – 24

To: Secretary of Samoan Affairs, CEOs, Presidents and Executive Directors of Authorities, Directors, Agency and Office Heads

From: Governor of American Samoa

Subject: Equal Employment Opportunity Policy and Affirmative Action Plan

The Equal Employment Opportunity Office has updated their policies and procedures to promote a level playing field for all employees. It is crucial that we are all aware of our rights as government workers.

The updated policy ensures that everyone is treated with dignity and respect. A workplace that encourages equality, diversity, and inclusion creates a healthy and motivated workforce that guarantees success.

Please ensure that all members of your staff receive a copy of the attached Equal Employment Opportunity Policy and Affirmative Action Plan. Upon receipt, each ASG employee must sign the Employee Acknowledgement Statement and return to the Equal Employment Opportunity Office.

Should you require additional information, please contact the head of the Equal Employment Opportunity Office, Ms. Eseta Iosefa at 633-3366 or via email eseta.iosefa@go.as.gov.

LEMANU P. S. MAUGA
Governor