



United States Department of the Interior

BUREAU OF RECLAMATION
Washington, DC 20240



IN REPLY REFER TO:

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VIA ELECTRONIC MAIL ONLY

Memorandum

To: All Bureau of Reclamation Employees

From: Camille Calimlim Touton
Commissioner

Subject: Equal Employment Opportunity (EEO) Policy Statement

The Bureau of Reclamation has a responsibility to model the principles of diversity, equity, inclusion, and accessibility as we achieve our core mission to manage, develop, and protect Western water resources on behalf of the American people. The strength and success of our organization's performance rests on the capabilities and dedication of our talented employees. Discriminatory and harassing workplace behavior, however, weakens morale, undermines teamwork, and threatens performance goals and mission objectives.

As we move forward together, I reaffirm my commitment to EEO principles. All Reclamation employees and applicants for employment shall be given fair treatment and equal employment opportunity regardless of their race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 years and over), genetic information, or disability. These EEO protections extend to all personnel/employment programs, management practices, and decisions, including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.

I am personally committed to promoting a workplace in which all employees have the freedom to compete on a fair and level playing field with equal opportunity for competition. Yet, each of us plays a valuable role in ensuring that our work environment is free from any form of discrimination or harassment.

Any person who believes they have been the subject of discrimination is encouraged to seek assistance through their local EEO office within **45 calendar days** of either the discriminatory event or from when they become aware of the discriminatory activity.

Additionally, workplace harassment will not be tolerated, and the agency will correct the harassing conduct before it becomes severe or pervasive. Employees who experience or observe harassment are encouraged to discuss their concerns with their supervisor, manager, servicing Human Resources (HR)

Office, or local EEO Office. Supervisors and Managers are expected to respond appropriately to allegations of harassment according to the [Implementing Procedures for Prevention and Elimination of Harassing Conduct](#).

Reprisal against anyone who engages in a protected activity, opposes discrimination, or participates in the discrimination complaint process will not be tolerated. When allegations of discrimination, harassment, or reprisal are substantiated, Reclamation will take appropriate action in furtherance of supporting all employees to exercise their rights under the civil rights statutes.

Finally, I recognize that workplace inclusivity and accessibility are vital components to our staff members contributing to the execution of our mission. Employees and applicants with disabilities are encouraged to request reasonable accommodations so they can be successful in their work. Employees may speak with their supervisor or contact their local HR Office to start the reasonable accommodation process.

Thank you for your commitment to sustaining a culture of civility and respect at Reclamation. For additional information regarding your civil rights, please visit the [Civil Rights Division intranet website](#).

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