



United States Department of the Interior

BUREAU OF RECLAMATION
Great Plains Regional Office
P.O. Box 36900
Billings, MT 59107-6900

IN REPLY REFER TO:

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VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: All Great Plains Region Employees

From: Michael J. Ryan
Regional Director

Subject: Policy on Equal Employment Opportunity and Zero Tolerance

Attached is the Great Plains Regional Policy Memorandum on Equal Employment Opportunity (EEO) and zero tolerance of discrimination. Discrimination negatively affects morale and job performance, and results in loss of productivity, increased absenteeism, and increased turnover. People who experience discrimination, and those who are close to them, also feel its impact on their personal lives. Discrimination moves us away from realizing our vision of being a Region where employees want to belong and customers want to do business.

The Great Plains Region leadership team strongly supports equal employment opportunity, and will not tolerate harassment and other forms of discrimination based on race, color, national origin, sex, age, religion, genetic information, disability, or reprisal. Discrimination will not be excused or accepted. I expect managers and supervisors to exhibit and encourage appropriate standards of conduct in the workplace, and take immediate and appropriate corrective action if allegations of discrimination are brought to their attention. I also expect employees to take responsibility for their work environment as well as their own actions by conducting themselves in a professional manner and expecting the same from others.

Please read the policy memorandum carefully. If you believe you are experiencing discrimination, immediately contact a supervisor, manager, or EEO official.

If you have questions concerning this information, contact your supervisor, manager, or the Great Plains Region EEO Manager at 406-247-7626.

Attachment