



United States Department of the Interior

BUREAU OF RECLAMATION
Washington, DC 20240

IN REPLY REFER TO:

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September 27, 2012

VIA ELECTRONIC MAIL ONLY

MEMORANDUM

To: All Bureau of Reclamation Employees

From: Michael L. Connor /s/
Commissioner

Subject: Policy on Equal Employment Opportunity and Hostile Work Environment Harassment

As the new fiscal year begins, I want to reiterate the Bureau of Reclamation's policy on Equal Opportunity and zero tolerance for harassment of any kind. I am committed to the principles of Equal Employment Opportunity (EEO) and the implementation of EEO policies and objectives that promote diversity, equal opportunity, and a discrimination-free workplace.

It is the policy of Reclamation to ensure equal access to employment opportunities without regard to race, color, national origin, religion, sex, age (40 and over), disability (physical or mental), sexual orientation, status as a parent, protected genetic information, or reprisal.

A workplace is considered hostile when an employee is subjected to harassment that is: (1) unwelcome verbal or physical conduct, (2) directed against the employee because he or she is a member of a protected group, (3) with the purpose or effect of unreasonable interference with work performance and/or creating an intimidating, hostile or offensive work environment, and (4) employee's supervisor knew or should have known of the conduct, but failed to take prompt and appropriate corrective action. Any Reclamation employee, who harasses another in conducting official business, will be subject to appropriate disciplinary action.

Discrimination on the basis of reprisal for engaging in protected activities (including participation in prior EEO activity) will not be tolerated. Alleged behavior of this type will be investigated promptly and if allegations are substantiated, appropriate corrective action will be taken.

All Reclamation employees are responsible for carrying out our policy on equal opportunity and are to support it through exemplary conduct and sensitivity for the rights of fellow employees and the public we serve.

If you experience discrimination, harassment, or reprisal, you must contact an EEO Counselor, your regional EEO office, or the Civil Rights Division (CRD) in Denver within 45 days of the alleged discriminatory incident, prior to filing a formal complaint of discrimination against the agency. For more information on the EEO complaints process or to locate an EEO Counselor, check your local employee bulletin boards, or the CRD Web site at http://intra.usbr.gov/cro/sub_eeostaff.html.

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