



United States Department of the Interior

BUREAU OF RECLAMATION
Mid-Pacific Regional Office
2800 Cottage Way
Sacramento, CA 95825-1898

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FEB 05 2013

MP-104
ADM-14.00

Regional Letter No. 13-05
Expiration Date: July 9, 2015

MEMORANDUM

To: All Mid-Pacific Region Employees

From: David G. Murillo
Regional Director

Subject: Regional Equal Employment Opportunity (EEO) Policy and Discrimination Complaint Procedure

Purpose: The memorandum sets forth the Mid-Pacific Region's EEO policy, EEO office structure, and the procedure for processing discrimination complaints. *This letter supersedes Regional Letter No. 09-10, dated July 8, 2012.*

Scope: This policy applies to all offices of the Mid-Pacific Region and their employees, former employees, and applicants for employment.

Effective Date: Upon issuance.

Policy: The Mid-Pacific Region is committed to equal opportunity and diversity principles in all aspects of employment. All employees, applicants for employment, and members of the public who seek to participate in regional programs, services and activities will not be discriminated against on the basis of race, color, age (over 40), religion, national origin, sex, physical and/or mental disability, sexual orientation, protected genetic information, or status as a parent. In addition, reprisal against those who exercise their rights under applicable Equal Employment Opportunity (EEO) laws, or oppose unlawful discriminatory practices at the region is prohibited and will not be tolerated. The protections afforded by EEO laws and regulations apply to all human resources/employment programs, and to all management practices and decisions, to include recruitment and hiring, merit promotion, reassignment, training, and career development. The Mid-Pacific Region promotes the full realization of equal employment opportunity and of the benefits of a diverse workforce, and supports the Department of the Interior's policy of zero tolerance for discrimination and harassment.

**Subject: Regional Equal Employment Opportunity (EEO) Policy and Discrimination
Complaint Procedure**

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The Mid-Pacific Region will ensure EEO program requirements are enforced in accordance with governing regulatory statutory guidelines. It will promptly investigate all allegations of workplace Harassment, and where allegations are substantiated, take appropriate remedial action(s).

The Mid-Pacific Region maintains an EEO Office (MP-104), which is responsible for administering the Discrimination Complaint Process, Alternative Dispute Resolution (ADR) program, and related activities. Associated programs, such as the Special Emphasis Program, are supported by the Human Resources Office (MP-500). Both offices collaborate to support Management Directive 715 EEO Plan activities. Sufficient resources are dedicated to accomplishing EEO and diversity goals and objectives.

Employees or applicants who believe they have been discriminated against, or have been subjected to harassment have the right to file a complaint with the Regional Office of Equal Employment Opportunity. The first step is to contact an EEO counselor and seek EEO counseling within 45 days of the alleged discriminatory action. If EEO counseling does not result in resolution, a formal complaint may be filed. For further information regarding the complaint process, please review the regional EEO complaint process poster, which shall be posted in every office, or visit www.usbr.gov/mp/eoo.

Each manager and supervisor must apply the principles and methods of equal opportunity in daily organizational activities. Managers and supervisors must be especially aware that our leadership roles place us in a position where our behavior is particularly critical to the work environment. All employees are responsible for doing their part in maintaining a respectful and productive work environment free of discrimination.

Violation of this policy is specifically prohibited and will result in disciplinary action up to and including removal. This policy letter will be posted at every office in the Mid-Pacific Region along with a poster listing the region's EEO counselors in a location visible and accessible to all employees. The policy is also available electronically at www.usbr.gov/mp/eoo.

Authority: Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973, as amended; Executive Orders 11478, 12106, 13087, 13145, and 13152; and DOI EOD 2000-08.

Contacts: Direct questions regarding this policy to Ms. Laura H. Norton, Equal Employment Manager, at 916-978-5571 (TDD 978-5608).

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