

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

Arizona State Office
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In Reply Refer to:
1400-713 (AZ-910) P

May 10, 2001

EMS TRANSMISSION: 5/15/01
Instruction Memorandum No. AZ-2001-017
Expires: 9/30/2001

To: All Employees

From: State Director

Subject: Arizona Bureau of Land Management Policy Regarding Sexual Harassment

Purpose: This Instruction Memorandum restates the Arizona Bureau of Land Management's policy regarding sexual harassment, which is:

1. To maintain, for employees as well as applicants for employment, a working environment that is free of sexual harassment;
2. To **NOT** tolerate sexual harassment, in any form; and
3. To take timely and appropriate corrective action when it is determined that sexual harassment has taken place.

Background: Sexual harassment, a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964, as amended, is defined as deliberate or repeated unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature -- verbal, physical and/or non-verbal -- submission to such conduct is made either explicitly and/or implicitly a term or condition of employment; submission to or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. There are a variety of ways sexual harassment may occur ranging from overt sexual advances to telling jokes - making comments or gestures - to the circulation of pictures and/or written material of a sexual nature.

Although all of us are responsible for creating and sustaining a workplace free of sexual harassment, management officials will continue to be held accountable for acts of all employees, applicants, vendors and/or contractors when they know -- **or should have known** -- that sexual harassment has or is occurring, yet fail to take timely and appropriate corrective action.

Policy/Action: Employees who believe that they are victims of sexual harassment should do one or all of the following:

1. Confront the harasser (if possible) and tell him/her to stop.
2. Advise their supervisor of the situation, where appropriate.
3. Contact an EEO Counselor (see attached list).
4. Contact the State EEO Manager or State Director.

Time Frame: Effective Immediately.

Manual/Handbook Sections Affected: None

Contact: Anonymity during the informal stage of an EEO complaint may be requested. If you have any questions regarding this policy, contact Ceci Sturm, EEO Manager, at (602) 417-9218.

Signed by: Joanie Losacco
for Denise P. Meridith

Authenticated by: Lucy Ontiveros
Staff Assistant

Attachment:

1 - Counselor list (1 p.)

ARIZONA EEO COUNSELORS

ARIZONA STRIP FIELD OFFICE	
TIM DUCK	(435) 688-3238
MARCY DEMILLION	(435) 688-3260
PHOENIX FIELD OFFICE	
PAUL EWALD	(623) 580-5654
KINGMAN FIELD OFFICE	
SCOTT ELEFRITZ	(520) 692-4423
SAFFORD FIELD OFFICE	
ROBERTA LOPEZ	(520) 348-4437
TUCSON FIELD OFFICE	
JACK WHETSTONE	(520) 439-6410
YUMA FIELD OFFICE	
LUCAS LUCERO	(520) 317-3237
HAVASU FIELD OFFICE	
SHERRY RUIZ	(520) 505-1267
ARIZONA STATE OFFICE	
JACK JOHNSON	(602) 417-9329
BARBARA BLEICH	(602) 417-9250
NATIONAL TRAINING CENTER	
VACANT	
EEO MANAGER	
CECI STURM	(602) 417-9218

05/10/01