

United States Department of the Interior
Bureau of Land Management
Colorado State Office
2850 Youngfield Street
Lakewood, Colorado 80215
January 27, 2004

IN REPLY REFER TO:
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CO-910

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Instruction Memorandum No. CO-2004-029
Expires: 09/30/2005

To: All Colorado Employees
From: State Director
Subject: Colorado's and Bureau Policies on Zero Tolerance of Sexual Harassment

Purpose: This Instruction Memorandum (IM) implements the attached State, as well as Bureau, policy for BLM employees on the above-referenced subject.

Time Frame: For immediate implementation

Managers are to post a copy of these policies in a central location in their respective Office (Center/Field Office). The policies referenced herein will also be posted on our home page.

Contact: If you have any questions regarding the attached policies, please contact Enrico D. David, Equal Employment Manager, at (303) 239-3616.

Attachments

Signed by
John Z. Silence
Acting Associate State Director

Authenticated by
Rosene Vigil
Staff Assistant

1 Attachment

- 1 - Policy Statement on Sexual Harassment (2 pp)
- 2 - WOIB2003-126, Policy of Zero Tolerance of Sexual Harassment (2 pp)

POLICY STATEMENT ON SEXUAL HARASSMENT

Bureau of Land Management - Colorado

The Bureau of Land Management in Colorado is committed to providing a work environment free of sexual harassment and inappropriate sexual conduct. Our workplace must be one in which all employees are treated with dignity and respect by supervisors, subordinates, and co-workers. There is no place in our work environment for sexually intimidating, threatening, or coercive behavior.

Sexual harassment is improper and/or unlawful conduct that undermines the employment relationship as well as employee morale. Examples of such harassment include, but are not limited to, the following:

- Making or threatening to make employment decisions based on the employee's submission to or rejection of sexual advances or requests for sexual favors.
- Deliberate or repeated unsolicited remarks with a sexual connotation or physical contacts of a sexual nature that are unwelcome to the recipient.
- A sustained hostile and abusive work environment so severe and pervasive that it interferes with or changes the conditions of one's employment.

Employees who engage in sexual harassment will be subject to disciplinary action, up to and including removal.

If an employee engages in inappropriate conduct in the workplace, it may also violate the standards of conduct in the federal government. Disciplinary action may result even if the conduct is not sexual harassment under the law.

All managers and supervisors are responsible for preventing sexual harassment in the workplace, and must respond promptly when they learn of any conduct that may constitute sexual harassment. Managers and supervisors must see that a prompt and thorough investigation of the conduct takes place. If sexual harassment is found, they must take prompt and appropriate remedial action. BLM-Colorado owes its employees a safe and productive workplace, and will tolerate nothing less.

BLM-Colorado employees who believe they are the victims of sexual harassment or inappropriate sexually-based conduct, or who have witnessed inappropriate conduct of a sexual nature, should bring the situation to the attention of a manager, supervisor, an Equal Employment Opportunity (EEO) officer, or the Human Resources Personnel Officer, as appropriate.

In addition, employees can seek relief through the Equal Employment Opportunity (EEO) complaint process. In this case, you must contact an EEO counselor within 45 days of the act(s) giving rise to your claim in order to preserve your rights under federal law. You may choose to be anonymous, when seeking assistance from an EEO counselor.

You may also report any possible criminal misconduct to the BLM-Colorado Law Enforcement Staff Officers and/or the local police authorities.

Retaliation against employees who raise a claim of sexual harassment, report inappropriate conduct, or provide evidence in any investigation is illegal and can result in disciplinary action.

Allegations or charges of such behavior will be investigated speedily, thoroughly and responsibly, preserving the rights of all parties. Confidentiality will be maintained to the fullest extent possible. If sexual harassment is found, prompt and appropriate remedial action will be taken.

Prevention is the best tool for eliminating sexual harassment. To that end, BLM-Colorado will continue to affirmatively raise the subject of sexual harassment, express strong disapproval of it, and develop methods to sensitize all concerned. It is the right and responsibility of every BLM-Colorado employee to learn about the subject of sexual harassment, because the only way to achieve a workplace free of such harassment is to make sure everyone knows what sexual harassment is, which workplace behaviors to avoid, and what to do when inappropriate conduct or sexual harassment in fact occurs.

BLM-Colorado will not tolerate sexual harassment, any inappropriate sexual conduct, or reprisal in the workplace.

Signed by/John Z. Silence, Acting

Jan. 27, 2004