

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
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EMS TRANSMISSION

Instruction Memorandum No. HR-2000-027
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To: All BC, HR, NI, RS, NPIT, NILS, LRIS, and WO Field BIA Liaison Office Employees
From: Group Administrator, Equal Employment Opportunity Group
Subject: Sexual Harassment and Equal Employment Opportunity
Policy Statement

The BLM Denver National Centers (DNC), the National Projects and Initiatives Team (NPIT), the National Information Land Systems (NILS), the Land & Resource Information Systems (LRIS) and the Bureau of Indian Affairs (BIA) have a continuing commitment to ensure maximum utilization of all our human resources. This includes the assurance that all employment decisions and personnel actions are administered in accordance with Federal Regulations, Departmental and Bureau policies governing equal opportunity.

To this endeavor, please find attached the DNC's, NPIT's, NILS', LRIS' and the BIA's policy statements on sexual harassment and equal employment opportunity.

If you have any questions concerning this matter please contact the EEO Office at 236-6668.

Signed
Lorenzo Cervantes
Group Administrator, EEO

Authenticated
Darlene Robitaille
Secretary

2 Attachments

- 1 - EEO Policy Statement (1 p)
- 2 - Sexual Harassment Policy Statement (1 p)

Distribution

WO-720
RS-150A, BLM Library
NI-110, Reading File
HR-200

EEO POLICY STATEMENT

It is the policy of the BLM Denver National Centers (DNC), the National Projects and Initiatives Team (NPIT), the National Integrated Land System (NILS), the Land & Resource Information Systems (LRIS), and the Bureau of Indian Affairs (BIA) to ensure that every effort is made to provide a work environment free from all forms of discrimination. This policy applies to the actions of supervisors, managers, employees, and any other persons. These organizations are committed to eliminating discrimination on the basis of race, color, religion, age, sex, national origin, sexual orientation, or disability and promoting equal employment opportunity through a continuing affirmative employment program.

The BLM DNC, NPIT, NILS, LRIS and the BIA are fully committed to equal employment opportunity and affirmative employment for all persons. Equal Employment and Affirmative Employment are, of course, required legally; however, they also are among our principal tools for effective management of our human resources. This is increasingly important today as BLM and BIA strive to achieve a diverse work force.

Managers and supervisors have the responsibility to provide a work environment free from discrimination, to communicate our equal employment policy to employees, and to ensure that appropriate penalties are taken when discrimination is found. We expect that all managers and supervisors provide active support, leadership, and commitment to the Equal Employment Opportunity Program. Successful performance in equal employment opportunity will be taken into account in performance appraisals.

Managers and supervisors need to be aware of issues which may result in allegations of discrimination. When discrimination is alleged, it is our policy to attempt to resolve the matter in a prompt and equitable manner. We rely on your cooperation and commitment to accomplish the equal employment opportunity goals.

s/Director, NHRMC

s/Director, NBC

s/Director, NIRMC

s/Director, NARSC

s/Senior Advisor to Deputy Director, NPIT

s/WO Field Liaison Officer, BIA

s/Project Manager, LRIS

s/ Project Manager, NILS

SEXUAL HARASSMENT POLICY STATEMENT

The BLM Denver National Centers (DNC), the National Projects and Initiatives Team (NPIT), the National Information Land Systems (NILS), the Land & Resource Information Systems (LRIS) and the Bureau of Indian Affairs (BIA) are committed to providing a work environment free of sexual harassment. This policy applies to the actions of supervisors, managers, employees, and any other persons who come in contact with employees. Sexual harassment is a form of sex discrimination and as such, is against the law and will not be tolerated. Such prohibited conduct exposes not only the BLM and the BIA, but individuals involved in the conduct to significant liability under the law.

Whenever sexual harassment is alleged or management becomes aware of such alleged behavior, appropriate action is required and will be taken. Reprisal action against employees bringing allegations of sexual harassment is prohibited.

Sexual harassment may include, but is not limited to, sexual innuendoes, jokes of a sexual nature, sexual propositions, sexually suggestive cartoons, suggestive or insulting sounds, leering, whistling, and obscene gestures. In addition, physical touching; subtle pressures for sexual favors; offers requiring sexual favors for employment assignments, pay, promotion, or other job benefits; or granting preferential treatment to employees in return for sexual favors are included in the definition of sexual harassment.

Employees who want information concerning what constitutes sexual harassment and your rights and responsibilities may contact the Equal Employment Opportunity Office at (303) 236-6668.

It is our personal commitment to all employees of the DNC, NPIT, NILS, LRIS, and the BIA to educate, prevent, and end any acts of sexual harassment. We request your assistance in making the BLM and BIA a better place to work by supporting us in assuring a work environment free of sexual harassment.

s/Director, NHRMC

s/Director, NBC

s/Director, NIRMC

s/Director, NARSC

s/Senior Advisor to Deputy Director, NPIT

s/WO Field Liaison Officer, BIA

s/Project Manager, LRIS

s/ Project Manager, NILS