

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
<http://www.blm.gov>

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**To:** All Employees

**From:** Director

**Subject:** Policy on Equal Employment Opportunity and Zero Tolerance of  
Discrimination

In order to ensure a safe and productive work environment for all Bureau of Land Management (BLM) employees, it is the policy of the BLM to eradicate, prohibit, and discourage any type of discrimination or harassment based on race, religion, age, national origin, color, sex, sexual orientation, mental or physical disability, genetic information, marital status, and /or parental status in the workplace. This policy will be applied in all facets of recruitment, employment, development, advancement, supervision, and treatment of employees and applicants.

Equal Employment Opportunity (EEO) is an integral component in the management of our work force. Full individual potential can be realized only when all our employees receive equal opportunity and fair treatment. EEO considerations must form an integral part of the decision making process of every manager and supervisor. Non-supervisory personnel must share the responsibility, and support this effort through their own conduct and sensitivity to the rights of coworkers and others with whom they interact on the job.

All employees have a legal and ethical responsibility to refrain from such unacceptable practices and conduct in the work place, and to carry out the BLM's policy on equal opportunity and to promote it through exemplary

conduct and sensitivity for the rights of fellow employees and the public that we serve. Managers and supervisors particularly will be held responsible and accountable for promoting and ensuring equal opportunity in the BLM's policies, programs, and practices. Managers and supervisors are required to take immediate and effective action to enforce the Equal Opportunity policy when harassing activities are brought to their attention.

Managers, supervisors, and employees, as well as contractors, cooperators, and volunteers, have the responsibility to work for and maintain a discrimination-free environment for everyone and prevent harassment in the workplace, in all of its various forms. The work environment includes Government buildings and offices and field sites-anywhere that work-related activities occur. It also includes vehicles or other conveyances used for travel while on duty.

Any employee, who believes he/she has been subjected to discrimination or harassment based on their race, religion, age, national origin, color, sex, sexual orientation, mental or physical disability, genetic information, marital status, and/or parental status should immediately report it to a supervisor or manager for a prompt, thorough and impartial investigation and appropriate corrective action. Managers and supervisors will keep these matters confidential to the extent possible. Also, an employee has the right to have his/her discriminatory concerns addressed through the EEO process. To use the EEO process, Federal regulations mandate the aggrieved to bring the matter to the attention of an EEO Counselor, EEO Specialist or EEO Manager within 45 days of the incident. In either case, appropriate management officials will take immediate action to stop the harassing activities.

Retaliation and reprisal directed at employees who make complaints of harassment or provide information related to such complaints will not be tolerated. You should be aware that an employee can be held personally liable for harassment and such conduct could cost an individual their job. Managers and supervisors particularly will be held responsible and accountable for promoting and ensuring equal opportunity in the BLM's policies, programs and practices. Accordingly, managers and supervisors must be alert to issues which might result in allegations of unlawful discrimination and harassment and deter such acts. Discrimination has no place in the BLM.

Any questions related to this policy should be addressed to Bobbie A. Moore, Deputy Assistant Director of Equal Employment Opportunity, at (202) 254-3300.

Signed by:  
James M. Hughes  
Acting, Director

Authenticated by:  
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560