



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

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In Reply Refer to:
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Instruction Memorandum No. OR-2011-059
Expires: 9/30/2012

To: All Oregon/Washington Employees
From: State Director, Oregon/Washington
Subject: Oregon/Washington Equal Employment Opportunity Policy
Statement

Program Area: Diversity and Inclusion Equal Employment Opportunity Office (EEO)-Zero Tolerance Discrimination

Purpose: To provide notice of equal opportunity in employment for all persons and prohibit discrimination because of race, color, religion, sex, age, national origin, sexual orientation, or mental or physical disability in all aspects of our personnel policies, programs, practices, and operations.

Policy/Action: It is our goal to establish an environment of equal opportunity for all our employees, with women and minority employees appropriately represented at all grade levels, in all professional, administrative, technical, clerical, other (i.e., wage grade), and blue collar (PATCOB) employment categories, as well as in supervisory, managerial, and executive positions. This policy of EEO will be pursued in every aspect of the Bureau of Land Management (BLM) practice and procedure in recruitment, employment, development, advancement, supervision, and treatment of employees and applicants. The Oregon/Washington (OR/WA) BLM recognizes that adherence to EEO laws and policies, as well as the principles of diversity and inclusion continue to be a vital contributory element to our success. The EEO program helps maintain a quality work force, representative of our nation's diversity and an environment where employees can do their best work and reach their full potential.

The policy of the OR/WA BLM is to provide equal opportunity in employment for all persons without regard for race, color, religion, sex, national origin, age, and/or disability; and promote

the full realization of equal employment opportunity (EEO) through a continuing affirmative program to identify and eliminate barriers that impede free and open competition in the workplace. This is the law, as well as the Department of the Interior's Policy.

In furtherance of this policy:

a. All employees and applicants for employment will receive equal employment opportunity, regardless of their race, color, religion, sex, national origin, age, and/or disability in all employment decisions.

b. In competition, all employees will have the freedom to compete on a fair and level playing field with equal opportunity for consideration and selection.

c. Managers and supervisors will use sound personnel management practices and EEO principles in making employment decisions, e.g., hiring, merit promotion, reassignments, training and career development, benefits, and separations.

d. The district supports the rights of individuals to exercise their rights under the civil rights statutes, and will not tolerate reprisal against those who engage in protected activity.

e. Persons (supervisors or employees) who engage in discriminatory behavior or who take personnel actions based on a prohibited basis are subject to penalties ranging from written reprimand to removal from federal service.

Managers and supervisors are personally responsible for providing a work place free of discrimination and for taking immediate corrective action if discrimination occurs. Ideally, employees will feel free to approach management when complaints or concerns arise so that issues can be resolved at the lowest level. However, if employees elect to bypass the supervisory chain and seek EEO office assistance first, they have the right to do so without fear of reprisal.

Equal Opportunity and Diversity Inclusion must be an integral part of personnel policy and practice in the BLM. All employees and supervisors need to support the commitment to both equal opportunity and diversity by treating every member of the OR/WA BLM, whether supervisor, peer, or subordinate, with dignity, respect and fairness. Our combined efforts will guarantee a cohesive organization, inclusive of all people, and free of illegal discrimination.

Timeframe: Ongoing

Budget Impact: None

Background: The Equal Employment Opportunity Commission (EEOC) is authorized to issue rules, regulations, orders, and instructions pursuant to section 717(b) of Title VII of the Civil Rights Act of 1964. The EEOC enforces four statutes that prohibit job discrimination by Federal Government agencies: Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), and the Equal Pay Act of 1963 (EPA). The EEOC also enforces sections of the

Civil Rights Act of 1991 (CRA) which amended provisions of Title VII, the ADEA and the ADA.

Title VII prohibits discrimination based upon race, color, sex, religion, or national origin.

The **ADA** prohibits discrimination based on disability; and the **ADEA** prohibits discrimination against persons 40 and over based on age and by employers in hiring, promotion, discharge, compensation and other terms, conditions and privileges of employment. These laws also prohibit classifying, limiting or segregating employees or job applicants on a prohibited basis.

Manual/Handbook Sections Affected: None

Coordination: Coordination with OR/WA EEO office, managers and supervisors.

Contact: Employees who perceive there may be discriminatory acts directed against them based on criteria identified under Title VII of the Civil Rights Act of 1964 (race, color, religion, sex, age, national origin, mental or physical handicap, or reprisal for your previous participation in protected EEO activity) should immediately and clearly express their concerns to the offending party or parties, and to their supervisor in an attempt to resolve the situation creating the concern. If this is not possible, or if the situation does not improve, employees should contact an EEO Counselor, the OR/WA Complaint Manager at (503) 808-6195, or any State Office EEO staff person at (503) 808-6344.

Districts with Unions are reminded to notify their unions of this instruction memorandum and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you with assistance in this matter.

Signed by
Michael S. Mottice
Associate State Director

Authenticated by
Paj Shua Cha
Records Section

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