

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
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In Reply Refer to:

1400-713 (OR-956) P

October 22, 2002

EMS TRANSMISSION 10/25/2002

Instruction Memorandum No. OR-2003-013

Expires: 09/30/2004

To: All Oregon/Washington Employees
From: Associate State Director
Subject: Oregon/Washington EEO Policy Statement

Program Area: Equal Employment Opportunity

This EEO policy document, and management's associated responsibility to carry it out, is relevant and appropriate when considering the Bureau's corporate agenda and how it relates to equal employment opportunity:

"Maintaining Healthy Ecosystems" reflects directly on creating healthy ecosystems so individuals from all backgrounds can enjoy our public lands;

"Serving our Current and Future Publics" relates to working with diverse groups of individuals from all walks of life, all ages, and all ethnicities which constitute our customer base;

"Improving the Way We Do Business" means finding new and different perspectives on public land management from persons from all racial and socioeconomic backgrounds;

"Developing Collaborative Leadership" reflects management's obligation to help foster a work environment free from discrimination, which allows all employees to work to their fullest potential; and

"Diversifying our Workforce" means fostering a workforce that is more reflective of the publics we serve.

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Purpose: To provide equality of 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 equal employment opportunity will be pursued in every aspect of Bureau practice and procedure in recruitment, employment, development, advancement, supervision, and treatment of employees and applicants.

It is the responsibility of Oregon/Washington Bureau managers and supervisors at all levels to be aware of, and sensitive to, EEO principles in Bureau recruitment and personnel management decisions and behaviors, and to be fair and equitable in protecting the rights of every employee and applicant. In identifying the knowledge, skill and ability of candidates for Bureau positions, managers and supervisors are to be especially mindful of Bureau Affirmative Employment Program and Federal Equal Opportunity Recruitment Program Plan goals and objectives, in order to take advantage of opportunities to hire and advance women and minorities.

Affirmative Action policy requires that each Bureau official develop, adopt, and implement procedures reflecting full participation and vigorous support of equal employment programs. Supervisors at all levels must make positive efforts to understand and practice equal employment in all personnel practices.

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. 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). 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 -

- **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: All managers and supervisors will be alert to issues which might 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.

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, (503) 808-6371, or any State Office EEO staff person, (503) 808-6344.

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
Cindy Fredrickson

Distribution

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