



# United States Department of the Interior



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Instruction Memorandum No. AK 2005-031  
Expires: 09/30/2006

To: All Employees  
From: State Director  
Subject: Policy on Zero Tolerance of Sexual Harassment

This memorandum affirms my absolute commitment to provide a work environment that is free of sexual harassment. Sexual harassment, in any form, by and of Bureau of Land Management Alaska personnel is a prohibited personnel practice, a violation of the law, and simply will not be tolerated.

The BLM-Alaska holds one of our core values as a focus on people, which embraces common courtesy and respect for all. Management officials and employees, as well as our contractors, cooperators and volunteers must be allowed to work in environments free of sexual harassment, and as such have a fundamental responsibility for creating and sustaining a harassment-free work environment. Our work environments vary and may include government buildings and offices, firelines, field sites, and other facilities where work related activities occur, in addition, this policy is in effect while on travel status, including vehicles or other conveyances used for travel.

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended. There are two forms of sexual harassment: "quid pro quo" and "hostile work environment", and both involve unwanted, unsolicited and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Made explicitly or implicitly a condition of an individual's employment;
- Employment decisions are based on submission to or rejection of the advances; or;
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Personnel who believe they have been subjected to sexual harassment should immediately report it to their supervisor or management official for action. Also, an individual may bring the matter to the attention of an EEO Counselor, within 45 days of the incident. In either case, appropriate management officials will take immediate action to stop the harassing behavior.

Allegations of sexual harassment will be held in strict confidence to the extent possible. In instances where sexual harassment is alleged or found to have occurred, swift and appropriate action will be taken. Personnel who violate this policy are subject to disciplinary procedures, up to and including dismissal.

I expect supervisors and managers to be proactive and take prompt action in accordance with disciplinary policies and Equal Employment Opportunity guidelines when necessary to eradicate sexual harassment in the workplace. Retaliation and reprisal directed at individuals who make complaints or provided information related to such complaints will not be tolerated.

With your support, I am confident that we will create an environment that values employees and enables them to perform to their maximum potential. With your help we will ensure that any unfair or discriminatory policies, practices, or behaviors that affect the quality of work life in the BLM-Alaska are not tolerated and promptly eliminated.

Signed  
Julia S. Dougan  
State Director, Acting

Authenticated  
Rodney Harvey  
Records Manager