

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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Information Bulletin No. AZ-2006-009

To: Arizona All Employees

From: State Director

Subject: Arizona Bureau of Land Management's Policy Regarding Sexual Harassment

This Information Bulletin restates the Arizona Bureau of Land Management's policy regarding sexual harassment, which is:

1. To maintain, for employees as well as applicants for employment, a working environment that is free of sexual harassment;
2. To **NOT** tolerate sexual harassment, in any form; and
3. To take timely and appropriate corrective action when it is determined that sexual harassment has taken place.

Sexual harassment, a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964, as amended, is defined as deliberate or repeated unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature; i.e., verbal, physical and/or non-verbal, submission to such conduct is made either explicitly and/or implicitly a term or condition of employment; submission to or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. There are a variety of ways sexual harassment may occur ranging from overt sexual advances to telling jokes, making comments or gestures, to the circulation of pictures and/or written material of a sexual nature.

Our standard is to strive for a work environment where people treat each other with respect. The work environment includes government buildings and offices, firelines, field sites, and any other non-BLM facilities where work-related activities or discussions occur. It is important to remember that this policy is in effect while on travel status and includes vehicles or other conveyances used for travel. Managers, supervisors and all employees, as well as our

contractors, cooperators and volunteers have the primary responsibility for creating and sustaining this harassment-free environment.

Managers and supervisors are directed to take immediate action to stop harassment, to protect the people targeted by the harasser, and to take all appropriate steps to ensure that no further harassment or retaliation occurs. Employees who witness harassment should report it to the proper authority as soon as possible.

Sexual harassment in any form will not be tolerated. If sexual harassment occurs, it will be dealt with accordingly. Depending on the severity of the circumstances, effective action may entail removing the harasser from the work environment and imposing some form of discipline ranging from a written reprimand to removal from Federal service. Disciplinary action may also be taken against a manager or supervisor who fails to take immediate and effective action to end sexually harassing activity. Retaliation and reprisal directed at employees who make complaints of harassment or provided information related to such complaints will not be tolerated.

Employees who believe that they are victims of sexual harassment should do one or all of the following:

1. Confront the harasser (if possible) and tell him/her to stop.
2. Advise their supervisor of the situation, where appropriate.
3. Contact an Equal Employment Opportunity (EEO) Counselor (Attachment 1).
4. Contact the State EEO Manager.

Anonymity during the informal stage of an EEO complaint may be requested. If you have any questions regarding this policy, contact EEO Manager Ceci Andrews at (602) 417-9218.

Signed by: Elaine Y. Zielinski
State Director

Authenticated by: Lucy Ontiveros
Executive Assistant

Attachment
Arizona EEO Counselors 2006 (1 p.)

**ARIZONA EEO COUNSELORS
2006**

ARIZONA STRIP DISTRICT	
Scot Franklin	(435) 688-3357
PHOENIX DISTRICT	
VACANT	
COLORADO RIVER DISTRICT	
ROSEMARY CRABTREE (Kingman)	(928) 718-3717
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