Fire and Aviation

Policy on EEO and Prevention of Harassment

Equal Employment Opportunity (EEO) is an essential component in the management of our work force and must be integral in the decision making process of every manager and supervisor. You must support EEO through your own conduct and treatment to the rights of coworkers and others with whom you interact on the job.

I am personally committed to and will promote EEO through our continuing affirmative employment program in recruitment, employment, development, advancement, supervision, and treatment of employees and applicants. As part of that policy, managers and supervisors should select, promote, and train employees solely on the basis of experience, knowledge, skills, and abilities; reward employees only for job performance; and discipline employees based on conduct. Equal Employment Opportunity is included as a performance standard in the performance appraisals of managers and supervisors, who will be held accountable through the Employee Performance Appraisal Plan (EPAP) process.

I am dedicated to having a work place free from illegal discrimination where everyone is treated with dignity and respect. Discrimination occurs when people are treated differently because of their race, color, religion, sex, national origin, age, and mental or physical disability, sexual orientation, genetic information, marital status, or parental status. Harassment is any unwelcome verbal or physical conduct based on one of the above classes that is so offensive as to alter the conditions of a person's employment.

Discrimination or harassment in the work place will not be tolerated. Managers and supervisors must be alert to issues which might result in allegations of discrimination or harassment. Employees and managers must work together to resolve conflicts at the earliest stage possible.

Any employee, who believes they have been subject to discrimination or harassment, should report this to a supervisor or manager, the EEO Manager, an EEO Counselor, or a Human Resources Advisor, if one is available on an incident. Employees may also contact the Sexual Harassment Hotline by email at sexual_harassment_hotline@ios.doi.gov.

Employees who make claims of discrimination and harassment or provide information related to such claims will be protected against retaliation. The confidentiality of individuals bringing harassment claims will be protected to the extent possible. Fire and Aviation will provide prompt, thorough, and impartial investigation of allegations of discrimination or harassment. We will take immediate and appropriate corrective action, when it is determined harassment has occurred.

Any employee who engages in harassment faces consequences ranging from verbal warnings and letters of reprimand, up to termination from employment, depending on the seriousness of the misconduct. Managers and supervisors who do not take action when they know or suspect that harassment is occurring also face discipline. Contractor staff may be subject to comparable penalties from their employers, and a contractor who fails to enforce this policy may have its contract terminated. Visitors who harass may be removed from any workplace and prevented from returning.

Your continuing awareness and dedication is vital to insuring that all Fire and Aviation employees work to their full potential in an atmosphere of cooperation.

Deputy Assistant Director (NIFC)

May 7, 2009
Date