Fire and Aviation

Policy on EEO and Prevention of Harassment

Equal Employment Opportunity (EEO), diversity, and a discrimination-free workplace are essential components for managing our work force. Diversity in our workforce allows us to better serve our varied constituencies and reflect the face of America. All of us must support EEO through our conduct and treatment of coworkers and others with whom we interact on the job.

I am personally committed to EEO and will promote it 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 must 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. EEO is included as a standard in the performance appraisals of managers and supervisors, who will be held accountable through the Employee Performance Appraisal Plan (EPAP) process.

I am committed to a work place free of illegal discrimination in which everyone is treated with dignity and respect. All employees have a public trust to carry out the Department's policy on equal opportunity and create a work environment that a reasonable person would not consider intimidating, hostile, or offensive. Discrimination occurs when people are treated differently because of 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.

An 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 Department's Sexual Harassment Hotline by email at Sexual_Harassment_Hotline@ios.doi.gov.

Any employee who makes claims of discrimination and harassment or provides information related to such claims will be protected against retaliation. The confidentiality of these individuals 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.

An 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.

Assistant Director, Fire and Aviation

3.23.12
Date

Attachment 1-1