

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240  
<http://www.blm.gov>

May 15, 2007

In Reply Refer To:  
1400-713 (720) I

EMS TRANSMISSION 05/17/2007  
Information Bulletin No. 2007-080

**To:** All Employees

**From:** Director

**Subject:** Policy on Zero Tolerance of Sexual Harassment

In order to ensure a productive work environment for all of us, it is the policy of the Bureau of Land Management (BLM) to prohibit sexual harassment, to maintain a work environment that is free of sexual harassment, and to take immediate and appropriate action where sexual harassment is alleged or found to have occurred.

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended. It involves unwanted 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 (promotions, work assignments, etc.) are based on whether the victim submits to or rejects these sexual advances; or
- It unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment through offensive displays or behavior in the workplace.

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 contractors, partners 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.

Any employee who believes he/she has been subjected to sexual harassment should immediately report it to a supervisor or manager for corrective action. Managers and supervisors will conduct or have a team conduct an inquiry into these matters and to the extent possible keep the matter confidential. The inquiry shall be conducted even if the aggrieved requests otherwise. Also, an employee has the right to have his/her discriminatory concerns addressed through the Equal Employment Opportunity (EEO) process. To use the EEO process, Federal regulations mandate the aggrieved to bring the matter to the attention of an EEO Counselor, EEO Specialist, or EEO manager within 45 days of the incident. In either case, appropriate management officials will take immediate action to stop the harassing activities.

Any questions related to this policy should be addressed to Bobbie A. Moore, Deputy Assistant Director of Equal Employment Opportunity, at (202) 254-3300.

Signed by:  
James M. Hughes  
Acting Director

Authenticated by:  
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