



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

Wyoming State Office  
P.O. Box 1828  
Cheyenne, Wyoming 82009-1828



IN REPLY REFER TO:  
1400-713 (910a) P

May 6, 2014

EMS TRANSMISSION: 5/8/2014  
Information Bulletin No. WY-2014-011

To: All Employees

From: State Director

Subject: Policy on Equal Employment Opportunity (EEO) and the Prevention of Harassment

On January 13, 2009, Secretary Ken Salazar communicated his standards of conduct expectations for all Department of the Interior (DOI) employees. While we await Secretary Jewel's policy regarding EEO and the Prevention of Harassment, I wanted to take a moment to express my commitment to these important topics.

It is Bureau of Land Management (BLM) Wyoming's policy that employees are provided equal employment opportunity in employment, and that discrimination based on race, religion, color, national origin, sex, age (over 40), disability, sexual orientation, genetic information, and reprisal is prohibited. Discrimination, in any form, has no place in DOI or BLM Wyoming and will not be tolerated. This includes sexual harassment, nonsexual harassment, or any conduct that demeans the dignity of another person.

Discrimination is the act, policy, practice, or procedure that denies equal opportunity because of race, religion, color, national origin, sex, age, disability, sexual orientation, or genetic information.

Sexual Harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Harassment (not sexual in nature) is a form of discrimination that involves unwelcome verbal or physical conduct based on race, religion, color, national origin, sex, age (over 40), disability, sexual orientation, and genetic information. It is behavior that is hostile and/or intimidating which creates an abusive or offensive work environment.

Reprisal is the wrongful threatening or taking of either unfavorable action, or withholding favorable action from another solely in response for opposing employment discrimination or participating in an EEO activity protected by the various employment discrimination statutes.

Equal opportunity is a professional conduct issue and it is based on a premise of fair and equal treatment and respect for all persons. It is everyone’s responsibility to assist in promoting an environment free of discrimination. Mere compliance with minimum requirements is not enough to fully meet our obligations. I challenge everyone to be a role model of appropriate behavior and to confront any form of discrimination, harassment, or other inappropriate behavior when it is observed or brought to their attention. You are encouraged to resolve issues at the lowest level possible and use BLM’s Collaborative Action and Dispute Resolution (CADR) program. (For more information on this program, contact Michael Lucero, COREPlus Workplace Advisor.)

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.

The discrimination complaint process is posted on official bulletin boards and posted on the intranet. All reports of alleged discrimination will be taken seriously, promptly investigated and handled with professionalism, dignity and fairness. If you believe you have been the victim of discrimination, harassment, or reprisal, you should notify your immediate supervisor, a member of Management, or the Wyoming State EEO Office immediately, but not later than 45 days of the incident.

All questions related to this policy should be directed to Michael Lucero, EEO Manager, at 307-775-6010.

Signed by:  
Donald A. Simpson  
State Director

Authenticated by:  
Sherry Dixon  
Administrative Assistant

Distribution

Director (710), 20 M Street, S.E.  
CF

1  
1