



United States Department of the Interior

BUREAU OF OCEAN ENERGY MANAGEMENT

WASHINGTON, DC 20240-0001

Memorandum

JUL 11 2017

To: BOEM Employees Nationwide

From: Walter D. Cruickshank *Walter D. Cruickshank*
Acting Director

Subject: Anti-Harassment (Including Sexual Harassment) Policy

I want to communicate BOEM's commitment to a workplace free of discrimination, harassment, and/or reprisal, whether at our duty station or on official travel. Harassment based on race, religion, age, national origin, gender, disability, sexual orientation, parental status, or genetic information is a form of discrimination.

The Equal Employment Opportunity Commission defines harassment as any form of unwelcome, pervasive, unsolicited, verbal, non-verbal, or physical conduct that is so objectively offensive that it alters the victim's terms and conditions of employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to unreasonably interfere in an employee's performance by creating an intimidating, abusive, offensive, and hostile work environment. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Any BOEM employee, former employee, applicant for employment, or member of the public who believes that he or she has been subjected to unwelcome, intimidating, hostile, or offensive conduct is encouraged to inform the person(s) responsible for the behavior that the conduct is unwelcome and offensive, and request that it cease. If the conduct continues, or the employee is uncomfortable confronting the responsible person(s) about the conduct, he/she should report the matter to the supervisor of the employee engaging in the intimidating, hostile, or offensive conduct; a supervisor or other management official in the offending employee's organizational chain; the Bureau Equal Employment Opportunity Officer; or the Bureau Human Resources Officer. The Bureau will not tolerate adverse treatment of employees because they report harassment or provide information related to such claims. Complaints, inquiries, and investigations will be addressed swiftly, fairly, and effectively, and will be kept as confidential as possible. Where harassment or inappropriate conduct has occurred, appropriate corrective action will be taken that may include termination of employment or lesser disciplinary action, depending on the severity of the conduct.

We want to ensure a work environment that is respectful of human dignity and conducive to maximum productivity. Therefore, every employee is expected to maintain a professional work attitude and environment. Supervisors and managers are also expected to ensure a harassment-free workplace.

If you have any questions, contact Barbara Marquez in the BSEE Equal Employment Opportunity Division at Barbara.marquez@bsee.gov or at 303-231-3946.