

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240-0036  
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**To:** All Employees

**From:** Director

**Subject:** Policy on Equal Employment Opportunity (EEO) and the Prevention of Harassment (sexual and non-sexual)

The Department of the Interior (DOI) has zero tolerance for harassment on the basis of race, color, sex, national origin, religion, age (40 and over), disability, sexual orientation, genetic information, reprisal or any other protected activity. The Bureau of Land Management (BLM) is responsible for providing a professional work environment free of discrimination and harassment in all activities and operations. As the Bureau's Director, I am committed to promoting equality, opportunity, access and inclusivity.

In general, harassment can be sexual or non-sexual in nature and it involves persistent and unwelcome conduct or actions that a reasonable person would consider to be intimidating, hostile, or offensive and which prohibits an employee from performing their assigned duties. As part of the Department's guidance, each employee is required to complete EEO/Diversity training each year. Prevention of Sexual Harassment (POSH) training is mandatory for all BLM personnel and should be included, not as additional training, but as a part of the aforementioned required training. This training is regularly offered by the BLM EEO Office and via DOI Learn.

Harassment and unlawful discrimination will not be tolerated. Employees who encounter or witness behavior that may be considered harassment and/or discriminatory are responsible for reporting such behavior to management or to EEO officials with the BLM's assurance that the law shields them from reprisal/retaliation. If you believe that you have been discriminated against you have 45 calendar days following the alleged discriminatory action, or if the matter concerns a personnel action, from the effective date of the action, to contact the EEO Office. These complaints will be addressed promptly, thoroughly, and impartially. All employees are required to fully cooperate, participate and be responsive to EEO fact-finding inquiries, investigations and hearing processes.

The BLM leadership, including all State Directors, Assistant Directors, Center Directors, managers and supervisors at every level, will be held accountable for ensuring a work environment that is free from harassment. All members of the leadership team are required to conduct a management inquiry immediately upon becoming aware of allegations of sexual

harassment, even if the affected person does not desire to have the matter reported. Our agency embraces a work environment that values diversity and fosters mutual respect, tolerance and cooperation. EEO is an integral component of sound leadership principles that are essential to mission accomplishment. Employees are encouraged to use the Alternative Dispute Resolution Program whenever possible as a means of openly discussing workplace disputes and possibly resolving complaints.

All general questions related to EEO policies should be directed to your servicing EEO Office. Should you have questions regarding this IB, you may contact Alexie Rogers, Chief of the Office of Civil Rights, at 202-912-7484.

Signed by:  
Neil Kornze  
Director

Authenticated by:  
Robert M. Williams  
Division of IRM Governance, WO-860