



THE SECRETARY OF THE INTERIOR
WASHINGTON

FEB 28 2007

Memorandum

To: All Employees

From: Secretary

Subject: Policy on Equal Opportunity

I want to emphasize to all employees of the Department my firm commitment to a policy that requires individuals be given equal opportunities in employment or program delivery, free from discrimination. All employees of the Department have a public trust to carry out the Department's policy on equal opportunity and the responsibility to promote it through exemplary conduct and sensitivity for the rights of fellow employees and the public that we serve. I believe our Nation is stronger because of the diversity of its people and I fully support the Department's strategic plan for achieving and maintaining a highly skilled and diverse workforce.

All employees of the Department should be aware of our legal requirements to promote, achieve and maintain a highly skilled and diverse workforce, including but not limited to:

- Title VII of the *Civil Rights Act of 1964*, prohibits discrimination on the basis of race, color, creed, sex, and national origin;
- The *Civil Rights Act of 1991* amends the *Civil Rights Act of 1964* to strengthen and improve Federal civil rights laws;
- The *Age Discrimination in Employment Act of 1967*, prohibits discrimination in Federal employment for employees 40 years of age and older;
- The *Rehabilitation Act of 1973*, 29 U.S.C. 794, the *Americans With Disabilities Act of 1990*, speak to the welfare of persons with disabilities.
- *Executive Order 13087*, prohibits discrimination on the basis of sexual orientation.

This commitment to equal opportunity and a discrimination free environment extends to programs conducted by or receiving financial assistance from the Department. This policy applies to making decisions in the areas of outreach, recruitment, hiring, promotions, training, and awards. Equal opportunity and civil rights laws will be enforced. I rely on each of you to adhere to this policy and trust that you will respond to complaints of discrimination, harassment, or reprisal fairly, expeditiously, and consistent with established processes and procedures. In addition, managers and supervisors are required to attend EEO/diversity training each year.