



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

IN REPLY REFER TO:

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JUN 08 2007

Memorandum

To: All FWS Employees
From: **Acting** Director *Kenneth H. Stansell*
Subject: Equal Employment Opportunity and Diversity
Non-Discrimination Policy

I am committed to the total integration of Equal Employment Opportunity (EEO) and Diversity principles in all aspects of employment at U.S. Fish and Wildlife Service (Service). Equal employment opportunity protection includes all Human Resources (HR)/employment programs, management practices and decisions, including, but not limited to, recruiting/hiring, merit promotion, transfer, reassignments, training, career development, benefits and separation.

All employees, applicants for employment, and members of the public who seek to participate in Service programs, activities, and services will be protected from being discriminated against because of race, color, sex, religion, age (over 40), national origin, disability, sexual orientation, and genetic information. In addition, reprisal against an employee who has opposed unlawful discriminatory practice at the Service or engaged in protected EEO activity is prohibited and will not be tolerated.

The Service will ensure that EEO program requirements are implemented and enforced in accordance with the governing statutory and regulatory laws. Allegations of discrimination will be addressed promptly and professionally. Managers and supervisors must take reports of harassment seriously and take immediate appropriate action. I can assure you that appropriate disciplinary action, such as reprimand, suspension, or removal from the federal service, will be taken if evidence confirms allegations of discrimination, harassment, or reprisal.

Employees who believe they have been the subject of unlawful harassment or discrimination should contact an EEO counselor at the Diversity and Civil Rights (DCR) office, within 45 calendar days of the alleged harassment or discriminatory event. For

further information on the EEO process, please visit our HR website at:
<http://www.fws.gov/dcr/complaints.htm>

This policy shall be posted in all Human Resources Offices, DCR offices, on the Service's official bulletin boards, and the internal website as means to communicate the high level of importance that is attached to equal employment opportunity at the Service.

Secretary Kempthorne's recent Policy on Equal Opportunity emphasizes to all employees of the Department his "firm commitment to a policy that requires individuals be given equal opportunities in employment or program delivery, free from discrimination." It is important that each employee make every effort to adhere to the Non-Discrimination Policy. Each of us at the Service is held accountable to take part in ensuring that harassment and discrimination are eliminated and do not occur in this bureau.

Inquiries concerning either this policy or specific situations relevant to this policy should be directed to the Branch of Diversity and Civil Rights at 703-358-1724.