



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
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Memorandum

To: All FWS Employees

From: Director 

Subject: Equal Employment Opportunity and Non-Discrimination Policy

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide equal opportunity to all employees and applicants for employment regardless of race, color, national origin, religion, sex (including pregnancy and gender identity), disability, age (40 years or older), reprisal, or protected genetic information. Moreover, consistent with Presidential Executive Orders and other laws designed to protect federal employees, the Service must vigilantly prevent discrimination based on sexual orientation, parental status, military service, or any other non-merit factor. These commitments must be exemplified in all of our management practices and decisions including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

The Service must strive to create and foster an inclusive work environment, one that affords all employees the opportunity to attain their personal goals, to grow within the Service, and to fully contribute to the accomplishment of our vital mission. All Service employees have a responsibility to carry out this policy and to promote it through exemplary conduct, stewardship, and professionalism with other Service employees, conservation partners, and the public. Managers and supervisors will be held responsible and accountable for promoting and ensuring equal opportunity in the Service's policies, programs and practices. This is essential to attracting, developing and retaining the most qualified workforce to carry out the Service's mission.

The Service does not tolerate discrimination, harassment or reprisal in the workplace. Allegations of discrimination will be addressed promptly and professionally. Timely compliance with decisions issued on discrimination complaints is mandatory. Appropriate disciplinary action will be taken when a decision is issued confirming allegations of discrimination, harassment, or reprisal.

Employees who believe that they have been the subject of unlawful discrimination must initiate contact with their Regional Diversity and Civil Rights Office or the Office of Diversity and Inclusive Workforce Management in Washington, D.C. within 45 calendar days of the alleged discriminatory event, or in case of a personnel action, within 45 days of the effective date of the action.

This Policy and the Department of the Interior's policy on Equal Opportunity and Zero Tolerance of Discrimination and Harassment shall be posted on the Service's internal website, in all Human Resources and Diversity and Civil Rights Offices, in common areas such as break rooms, and on official bulletin boards. Inquiries concerning either this policy or specific situations relevant to this policy should be directed to the Office of Diversity and Inclusive Workforce Management, in Washington, D.C. at (703) 358-1724.