



THE SECRETARY OF THE INTERIOR

WASHINGTON

SEP 04 2009

Memorandum

To: All Department of the Interior Employees

From: Secretary *Ken Salazar*

Subject: Policy on Equal Opportunity and Zero Tolerance of Discrimination and Harassment

I am dedicated to promoting diversity, equal opportunity, and a discrimination-free workplace at the Department of the Interior. The diversity of our workforce allows us to better serve our varied constituencies.

I am also committed to the Department's long-standing policy that any type of unlawful discrimination or harassment will not be tolerated and must not occur. This policy affirms the Department's zero tolerance for discrimination and harassment on the basis of race, color, national origin, religion, sex, age (40 and over), disability, sexual orientation, or protected activity. All employees have a public trust to carry out the Department's policy on equal opportunity and to create a work environment that a reasonable person would not consider intimidating, hostile, or offensive.

Employees who believe that they have been victims of harassment may, without fear of reprisal, seek immediate assistance of a management official as well as their Office of Civil Rights or Office of Equal Employment Opportunity. Employees may also utilize the Department's CORE PLUS Program to mediate conflict in the workplace. For more information, please go to www.doi.gov/diversity.

The policy on equal opportunity and zero tolerance of discrimination and harassment extends to programs conducted by or receiving financial assistance from the Department. All equal opportunity and civil rights laws will be strictly enforced, and there will be zero tolerance for any form of discrimination or harassment in those programs as well.

I expect each manager and supervisor to join me in ensuring equal opportunity and zero tolerance of discrimination in a harassment-free workplace. I encourage managers to talk with their employees about this policy on a regular basis.