THE SECRETARY OF THE INTERIOR

WASHINGTON

MAY 20 2008

Memorandum

To: All Employees

From: The Secretary

Subject: Anti-Harassment Policy

Earlier in my Administration, I expressed my firm commitment to promoting a policy that requires individuals be given equal opportunities in employment or program delivery, free from discrimination. I want to address now the issue of harassment—both sexual and nonsexual—which is the most frequently raised issue in the Equal Employment Opportunity complaints of alleged discrimination filed by employees of this Department.

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors or other conduct of a sexual nature that is made a condition of an individual's employment, is used as the basis for an employment decision affecting the individual, or has the purpose or effect of unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or sexually offensive work environment. Nonsexual harassment consists of unwelcome verbal or physical conduct based on the protected classes of race, color, religion, national origin, age, disability, gender, sexual orientation, and/or reprisal. It is behavior that is hostile and/or intimidating and creates an abusive or offensive work environment. Harassment of all kinds is unacceptable.

All employees of the Department should be aware of our legal requirements regarding harassment issues, as based upon (but not limited to) Title VII of the Civil Rights Act of 1964, the Civil Service Reform Act of 1978, EEOC guidelines at 29 C.F.R. § 1604.11, and Executive Order 13087. Questions concerning legal requirements regarding harassment issues should be directed to the Office of Civil Rights at (202) 208-5693.

We must do everything possible to prevent all forms of discriminatory harassment from occurring. Reports of harassment must be taken seriously and dealt with promptly. Managers and supervisors should respect the confidentiality and privacy of individuals reporting or accused of harassment to the extent possible and should be mindful that it is unlawful to retaliate against an employee for filing a complaint or for cooperating in an investigation of a complaint. Individuals who believe they have been harassed should contact an EEO Official.

I fully expect senior executives, managers, and supervisors to share with me the responsibility of continuing to enforce this policy throughout the Department.