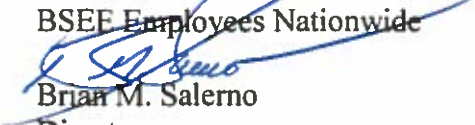




United States Department of the Interior
BUREAU OF SAFETY AND ENVIRONMENTAL ENFORCEMENT
WASHINGTON, DC 20240-0001

JUL 07 2016

Memorandum

To: BSEE Employees Nationwide
From: 
Brian M. Salerno
Director
Subject: Anti-Harassment (Including Sexual Harassment) Policy

I want to reaffirm BSEE's commitment to a workplace free of discrimination and harassment, based on sex, gender identity, race, color, religion, age, national origin, sexual orientation, disability, genetic information and/or reprisal. Offensive sexual or other harassing behavior against any employee will not be tolerated.

Any employee who has been subjected to unwelcomed, intimidating, hostile, and offensive conduct is encouraged to inform the person(s) responsible for the behavior that the conduct is unwelcomed and offensive and request that it cease. If the conduct continues, or the employee is uncomfortable confronting the responsible person(s) about the conduct, he/she should report the matter to a supervisor or other management or to the Equal Employment Opportunity Officer, the Human Resources Officer, or the Integrity and Professional Responsibility Advisor.

The Bureau will take immediate and appropriate action when it is made aware of allegations of harassment or it determines that harassing conduct has occurred. Any BSEE employee who engages in sexual or other harassment will be subject to disciplinary action. The Bureau also will not tolerate adverse treatment of employees because they report harassment or provide information related to such complaints.

For purposes of clarity, harassment can occur regardless of whether the conduct violates the laws prohibiting discriminatory harassment when: a) employment decisions are based on whether the employee accepts or rejects such conduct; or, b) the conduct can unreasonably interfere with an individual's work performance or create an intimidating, hostile or offensive work environment.

Every employee of BSEE is responsible for refraining from any and all harassing conduct and promptly reporting any incident of harassing conduct that he/she observes or experiences before it becomes a pattern of misconduct so pervasive and offensive as to constitute a hostile work environment. It is not possible to correct harassing behavior if it is not known.

I am confident that, by exercising individual responsibility, we will be able to maintain a professional and positive workplace for everyone.