

ALL EMPLOYEES  
UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240

August 14, 2003

In Reply Refer To:  
1400-713 (WO-100) P

EMS TRANSMISSION 08/15/2003  
Information Bulletin No. 2003-126

To: WO Officials, State Directors and Center Directors  
Attn: Servicing Personnel Officers, Equal Opportunity Managers,  
and Fire Management Officers

From: Director

Subject: Policy on Zero Tolerance of Sexual Harassment On and Off the Fireline

It has come to my attention that there have been incidents of sexual harassment among our employees. Examples of that behavior include being pressured into dates by their supervisors, alcohol being furnished to minors, as well as reported break-ins and attempted rapes. This behavior, and anything similar, is unacceptable. The Bureau of Land Management's policy prohibits harassment in all of its various forms, to maintain a work environment free of harassment, and to ensure that such conduct by any BLM employee will not be tolerated.

Our standard is to strive for a work environment where people treat each other with respect. Managers, supervisors and all employees, as well as our contractors, cooperators and volunteers have the primary responsibility for creating and sustaining this harassment-free environment.

Managers and supervisors are directed to take immediate action to stop harassment, to protect the people targeted by the harasser, and to take all appropriate steps to ensure that no further harassment or retaliation occurs. Employees who witness harassment should report it to the proper authority as soon as possible.

Harassment is defined as coercive or repeated, unsolicited and unwelcome verbal comments, gestures or physical contacts and includes retaliation for confronting or reporting harassment. Examples of harassment include, but are not limited to:

- Physical conduct: Unwelcome touching, standing too close, looking up and down, inappropriate or threatening staring or glaring, obscene, threatening or offensive gestures.

- Verbal or written conduct: Inappropriate references to body parts, derogatory or demeaning comments, jokes, or personal questions, sexual innuendoes, offensive remarks about race, gender, religion, age, ethnicity or sexual orientation, obscene letters or telephone calls; catcalls, whistles, sexually suggestive sounds; loud, aggressive, inappropriate comments or other verbal abuse.
- Visual or symbolic conduct: Display of nude pictures, scantily-clad, or offensively-clad people; display of offensive, threatening, demeaning or derogatory symbols, drawings, cartoons or other graphics; offensive t-shirts, coffee mugs, bumper stickers or other articles.

The workplace is an office, a field site, a vehicle or the fireline. Sometimes employees mistakenly think that because they are on travel status, in a remote location, or on the fireline, they can behave in a manner not acceptable in their usual work setting. This misconception must be corrected wherever found.

Sexual harassment in any form by Bureau of Land Management personnel will not be tolerated. If sexual harassment occurs, it will be dealt with accordingly and with haste. It must be made clear to all employees that anyone guilty of sexual harassment will be held personally liable and such offensive conduct may result in the loss of their job.

Signed by:  
Francis R. Cherry, Jr.  
Acting Director

Authenticated by:  
Barbara J. Brown  
Policy & Records Group, WO-560