



United States Department of the Interior

BUREAU OF TRUST FUNDS ADMINISTRATION

Washington, DC 20240

Memorandum

To: All Bureau of Trust Funds Administration (BTFA) Employees

From: Jerry Gidner
Director

Subject: Equal Employment Opportunity Policy Statement

Equal Opportunity is a right of every BTFA employee. This right must be respected, encouraged and promoted daily by management and every employee as we work towards fulfilling the BTFA's missions. We are firmly committed to a policy that provides all individuals with equality in the workplace and ensures opportunities to leverage the full range of talents, skills, perspectives, backgrounds, and life experiences of every employee.

A diverse and inclusive workplace creates a culture which capitalizes on the similarities and differences of individuals enabling each employee to reach their full potential, and thus, maximize their contributions to the strategic goals and objectives of the Bureaus. Managers and employees are encouraged to recognize and incorporate into their daily activities the benefits that diversity and inclusion bring to fulfilling our missions.

We are determined to embrace the tenets of diversity, equality, inclusion and accessibility as we pursue the missions entrusted to the BTFA. To that end, no employee will be denied equal opportunity because of their race, color, national origin, religion, sex (including sexual harassment, pregnancy, gender identity, sexual orientation), age (over 40), disability (mental or physical), genetic information or in reprisal for protected activity.

All equal opportunity and civil rights laws will be strictly enforced throughout our Bureau, and necessary corrective actions will be taken when violations are found. As employees, we must maintain the public's trust by maintaining a work environment that is not hostile, intimidating, or offensive. We expect each manager and supervisor to ensure a discrimination and harassment free workplace. We encourage managers to speak with their employees about this policy regularly, and to seek assistance from BIA's Office of Equal Opportunity and Civil Rights Programs, with questions regarding this policy.

An employee who believes that he or she is subjected to discrimination, protected under any of the governing Federal laws, policies and regulations, should contact the BIA, Office of Equal Opportunity, within 45 calendar days of the date of the action and/or act believed to be discriminatory. Allegations of discriminatory behavior, actions and/or acts may also be raised with management officials in their chain of command, through the Negotiated or Administrative Grievance Process, or through the Merit Systems Protection Board, as appropriate.

For additional information, you may contact the Office of Equal Opportunity and Civil Rights Programs at (202) 208-5690 or email us at BIA_BIE_EEO@bia.gov. You may also visit the website: <http://www.bia.gov/Who WeAre/BIA/EEO/index.htm> for additional information.

If you are an employee with the Office of the Assistant Secretary – Indian Affairs (AS-IA) please contact the Office of Civil Rights EEO Counselor, at (202) 208-6647 or email at joyce.corley@ios.doi.gov with any questions or for additional information.

All Department personnel are responsible for complying with this Policy Statement, upholding professional conduct in the workplace, and maintaining an environment that honors integrity, dignity, and respect.