




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

APR 23 2018

Memorandum

To: Indian Affairs Employees
Bureau of Indian Affairs Employees
Bureau of Indian Education Employees

From: Principal Deputy Assistant Secretary - Indian Affairs 
Exercising the Authority of the Assistant Secretary – Indian Affairs

Subject: Prevention and Elimination of Harassing Conduct Policy

On April 23, 2018, the Department of the Interior (Department) issued the policy on Prevention and Elimination of Harassing Conduct, Personnel Bulletin 18-01, to address and prevent harassment in the workplace. This policy supersedes all other Departmental or Bureau/Office policies and applies to all Department employees, which include the Bureau of Indian Affairs (BIA), Bureau of Indian Education (BIE), and Indian Affairs (IA).

Attached are the Department's Prevention and Elimination of Harassing Conduct, Personnel Bulletin 18-01 and the IA Harassing Conduct Allegation Intake Form. The IA Harassing Conduct Allegation Intake Form is adapted from the Department's Sample Intake Form and should be utilized by all IA, BIA, and BIE staff when addressing allegations of harassment.

The policy provides a clear definition of unacceptable harassing conduct, and establishes required reporting procedures and accountability measures. It is expected that management take prompt action to correct harassing conduct and eliminate such conduct, even in circumstances that do not necessarily violate the law. It is further expected that management clearly communicate that IA will not tolerate harassing behavior. Management is required to hold employees accountable at the earliest possible occurrence of inappropriate conduct. Early intervention may address such conduct before it rises to the level of harassment within the meaning of anti-discrimination law by becoming "severe or pervasive."

All IA, BIA, and BIE employees will receive a mandatory training notice via email concerning the Prevention and Elimination of Harassing Conduct Policy. Employees must certify receipt of the subject policy in DOI Learn no later than May 15, 2018.

The Department and IA are committed to a workplace free of all forms of harassment and it is essential to ensure that adequate measures are in place. If you have any questions, please contact your servicing human resources office.

Attachments:
Personnel Bulletin 18-01
Indian Affairs Harassing Conduct Allegation Intake Form