



THE SECRETARY OF THE INTERIOR  
WASHINGTON

MEMORANDUM

To: All Employees

From: Secretary *Gale A. Norton* **AUG 24 2001**

Subject: Policy on Equal Opportunity and Zero Tolerance of Discrimination

I want to emphasize to all employees of the Department that I am firmly committed to a policy that ensures that any type of discrimination or harassment based on race, religion, age, national origin, color, sex, sexual orientation, or disability will not be tolerated in the Department.

If we are going to have a productive and satisfied workforce, we must not tolerate these forms of discrimination. All employees in the Department have a responsibility to carry out the Department's policy on equal opportunity and to promote it through exemplary conduct and sensitivity for the rights of fellow employees and the public that we serve. Executives, managers and supervisors particularly will be held responsible and accountable for promoting and ensuring equal opportunity in the Department's policies, programs and practices. I charge them with the responsibility to respond to complaints swiftly and to take appropriate steps to address improper and illegal behavior through appropriate disciplinary or administrative action.

America is a stronger nation because of the diversity of its people. It is the many different views and perspectives held by these diverse groups that bring creativity and innovation to our nation and our Department. Although we have a wonderfully diverse workforce, I am personally committed to see that diversity continues--and increases. I want the Department to have the most highly qualified and diverse workforce in Government. If we are to achieve diversity at all levels, managers and supervisors must ensure equal opportunity to all people when making decisions in the areas of outreach, recruitment, hiring, promotions, training and awards.

I know I can count on each of you to adhere to this policy and to assist me in expanding opportunities for all employees of the Department and ensuring that we work in a discrimination-free environment.