



INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO
UNITED STATES SECTION

United States Section Directive

Volume: 1
Section : 701
Date : January 20, 2013

SUBJECT : EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

TO : Executive Management Staff, Division Engineers, Heads of Offices,
Project Managers, Presidents, AFGE Locals 3060 and 3309,
USIBWC employees

CONTROL : EEO Officer, Equal Employment Opportunity Program (915) 832-
4112

710.1 REQUIREMENT/AUTHORITY:

The head of each federal agency is required to establish a written policy statement expressing their commitment to equal employment opportunity (EEO) and a workplace free of discriminatory harassment. This statement should be issued at the beginning of their tenure and thereafter on an annual basis and disseminated to all employees to fulfill the goals and objectives of equal employment opportunity. Public Law 92-261, Section 717(b) requires that a public document be maintained of policies, responsibilities, and leadership required for full implementation of the equal opportunity program.

710.2 RESPONSIBILITY

EEO is the responsibility of all employees of the USIBWC.

710.3 SUPERSESSION

This Directive supersedes USIBWC Directive Volume 1, Chapter 701 dated January 20, 2011.

710.4 EFFECTIVE DATE

This directive is effective upon issuance.


Edward Drusina, P.E.
COMMISSIONER

Equal Employment Opportunity Policy Statement

I am re-affirming the International Boundary and Water Commission's (IBWC) commitment to equal employment opportunity (EEO) for all employees and applicants for employment regardless of their race, religion, color, sex, national origin, age, or disability. Our objective is to provide a work environment where all employees are treated with dignity and respect and can succeed based on their ability to perform assigned duties and responsibilities without regard to personal characteristics.

I reaffirm that all employees have the freedom to compete on a fair and level playing field with equal opportunity for competition. EEO covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training, career development, benefits, and separation. All decisions are made based on individual merit, qualifications, and competence as they relate to the particular position, and promotion of the principle of equal employment opportunity. Further, it is the USIBWC's policy that there will be no reprisal actions taken against any person who take part in the EEO process or who speaks out against practices he or she believes may be discriminatory. The agency supports the rights of all employees to exercise their rights under the civil rights statutes. All employees play an important role in maintaining an environment of equal opportunity and assuring that the work place is free from discrimination.

Workplace harassment will not be tolerated, allegations of harassment will be immediately investigated, and, where allegations are substantiated, appropriate action will be taken. Reprisal against one who engaged in protected activity will not be tolerated, and the agency supports the rights of all employees to exercise their rights under the civil rights statutes.

As Commissioner of the USIBWC, I strongly support implementation of Equal Employment Opportunity policies and objectives that enhance the quality of our work life and the productivity of our workforce. I am convinced that the individualism of each employee is an asset to the USIBWC and am dedicated to creating an environment within the IBWC which is free of discrimination and where all employees are afforded the opportunity to develop, perform and advance to their maximum potential without regard to race, national origin, color, sex, age, religion, disability or sexual orientation.

Ms. Cecilia Rubio is the EEO Officer. Any employee who believes they have been the victim of discrimination should contact Ms. Rubio at (915) 832-4112.



Edward Drusina, P.E.

Commissioner

Harassment Policy

The policy of the United States Section of the International Boundary and Water Commission is that harassment of any type is unacceptable conduct in the workplace and will not be condoned.

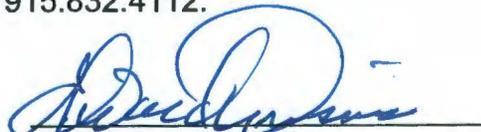
Prohibited harassment includes conduct which has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee. Harassment based on a person's race, color, religion, sex, national origin, age or disability is prohibited. Any employee who feels that a violation of this policy has occurred should immediately report the matter to their supervisor. If that person is unavailable or the employee believes it would be inappropriate to contact his/her supervisor, the employee should contact the supervisor's supervisor and/or the EEO office. Each complaint will be investigated and any violations will be remedied. The complaining employee will not be affected in employment with the agency as a result of bringing the harassment complaints to the attention of the agency.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to such conduct is made explicitly or implicitly a condition of an individual's employment or submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee. No supervisor or manager shall threaten or insinuate, either explicitly or implicitly that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision involving that employee.

Managers and supervisors share the responsibility to prevent, document and promptly correct harassing behavior in the workplace. Managers and Supervisors will continue to be held accountable for achieving the USIBWC's adherence to this policy's objective and will have their annual performance evaluated in terms of these, as well as other, major Commission goals.

Complaints of harassment may be pursued in the same manner as other types of discrimination complaints. A request for an EEO counselor should be made to the EEO office within 45 days of an incident which is determined to be the basis for a complaint. If you do not obtain a satisfactory resolution through the informal process, you will be given the opportunity to file a formal complaint.

Ms. Cecilia Rubio is the appointed EEO Officer. She is responsible for administering the agency's EEO program. Anyone having questions or wishing to file a complaint should contact Ms. Rubio at 915.832.4112.


Edward Drusina, P.E.
Commissioner