



OFFICE OF THE COMMISSIONER
UNITED STATES SECTION

INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO

FOR ACTION

January 25, 2021

MEMORANDUM

TO : All USIBWC Employees

FROM : Jayne Harkins, P.E., Commissioner, United States Section

SUBJECT : Equal Employment Opportunity Policy Statement

1. Authority: This policy and procedure is based on Title VII of the Civil Rights Act of 1964, as amended and 29 CFR § 1614.101(a).
2. This policy applies to all personnel assigned to the United States Section, International Boundary and Water Commission (USIBWC).
3. The USIBWC is committed to equal opportunity for all. As equal opportunity is a key part of achieving our core values of integrity, independence, and excellence, the USIBWC strives to be a model of equity and inclusiveness to our employees, applicants for employment, and to our stakeholders.

I am committed to the principles of Equal Employment Opportunity (EEO), and to creating and sustaining a diverse workforce where all individuals can reach their full potential in support of our mission. It is vital that each employee cultivates and maintains a culture where all are valued and respected for who they are and the skills they bring to the workforce.

It is our policy that all employees will sustain a diverse and integrated workforce free from unlawful discrimination, harassment, or fear of reprisal. Executives, managers, and supervisors will maintain an environment free from all unlawful harassment, including sexual harassment, and discrimination on the basis of race, color, national origin, sex/gender (to include pregnancy, gender identity, and sexual orientation), religion, age (over 40), genetic information, and mental or physical disability. We can all contribute to making the USIBWC a model employer by ensuring that discrimination, harassment, and retaliation are simply not tolerated.

Each of us must support an individual's right, without fear of retaliation, to: (1) participate in the EEO process; and (2) oppose, in a lawful manner, employment practices that are perceived as discriminatory. Reporting unlawful discrimination, harassment, or reprisal is a statutory right. Retaliation for reporting unlawful discrimination will not be tolerated. When requested by the employee, supervisors will allow individuals to seek guidance from the EEO Office at the earliest opportunity. All employees must fully participate in investigations into allegations of discrimination, harassment, or retaliation and may use a reasonable amount of work time to do so.

Any individual who believes that they have been subjected to unlawful discrimination is encouraged to report the issue through their chain of command, the Equal Employment Opportunity Office, Human Resources Office or the Office of Legal Counsel. However, individuals who wish to pursue a discrimination complaint must do so through the EEO Office within 45 calendar days of the alleged incident or 45 calendar days from the date the individual became aware of the alleged discrimination.

Each of us depends on our colleagues to maintain an atmosphere that fosters respect for all people. Prevention of unlawful discrimination is one of the greatest tools for our continued success. Thank you for your personal support and commitment to upholding a positive work environment where all employees are free to perform at their highest capacity to further our mission.

This reaffirmation of the EEO policy statement shall be posted on the Agency's internal and public website, in the Human Resources Office, in the Equal Employment Opportunity Office, Legal Office, and in common areas such as break rooms and official bulletin boards.

For more information on the program, please contact the Mrs. Frances Castro, Officer, Equal Employment Opportunity Office, at (915) 832-4112, email: frances.castro@ibwc.gov.