



OFFICE OF THE COMMISSIONER  
UNITED STATES SECTION

INTERNATIONAL BOUNDARY AND WATER COMMISSION  
UNITED STATES AND MEXICO

**FOR ACTION**

February 6, 2020

**MEMORANDUM**

**TO** : All USIBWC Employees

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

**SUBJECT** : USIBWC Equal Employment Opportunity and Non-Discrimination 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. It is the policy of the USIBWC, and the Government of the United States, to provide equal opportunity in employment, to prohibit discrimination in employment to all employees and applicants, because of race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 years or older), disability (mental and/or physical), genetic information and retaliation, and to promote the full realization of equal employment opportunity through a continuing affirmative program. No person shall be subject to retaliation for opposing any practice made unlawful by title VII of the Civil Rights Act (title VII), the Age Discrimination in Employment Act (ADEA), the Equal Pay Act, the Rehabilitation, or the Genetic Information Nondiscrimination Act (GINA) or for participating in any stage of administrative or judicial proceedings under those statutes.

Moreover, consistent with Presidential Executive Orders and other laws designed to protect federal employees, the USIBWC must vigilantly prevent discrimination based on parental status, marital status, veteran status, political affiliation, prohibited personnel practices, or any other non-merit factor.

4. The USIBWC must strive to create and foster an inclusive work environment, one that affords all employees the opportunity to attain their personal goals, to grow within the USIBWC, and to fully contribute to the accomplishment of our vital mission. All USIBWC employees have a responsibility to carry out this policy and to promote it through exemplary conduct, stewardship, and professionalism with other USIBWC employees, partners, contractors, and the public. Managers and supervisors will be held responsible and accountable for promoting and ensuring equal opportunity in the USIBWC's policies, programs and practices. This is essential to attracting, developing and retaining the most qualified workforce to carry out the agency's mission.

5. The USIBWC does not tolerate discrimination, harassment or reprisal in the workplace. Allegations of discrimination will be addressed promptly and professionally. Timely compliance with decisions issued on discrimination complaints is mandatory.
6. Employees who believe that they have been the subject of unlawful discrimination are strongly encouraged to report incidents to their immediate supervisor (allegations involving an immediate supervisor should be reported to a higher-level management official) or an EEO official. An employee, applicant of employment to USIBWC, and some contractors are entitled to file a timely complaint of discrimination, by contacting an EEO official within 45 calendar days of the alleged discriminatory event, or in case of a personnel action, within 45 days of the effective date of the action.
7. This reaffirmation of the EEO policy statement shall be posted on the Agency's internal website, in the Human Resources Office, in the Equal Employment Opportunity Office, and in common areas such as break rooms and official bulletin boards. Inquiries concerning either this policy or specific situations relevant to this policy should be directed to Mrs. Frances Castro, Officer, Equal Employment Opportunity Office, in El Paso, TX at (915) 832-4112, email: [frances.castro@ibwc.gov](mailto:frances.castro@ibwc.gov).