United States Section Directive

Volume: 1
Section : 710
Date : October 3, 2005

SUBJECT	:	HARASSMENT POLICY
TO	:	Executive Management Staff, Division Engineers, Heads of Offices, Project Managers, Presidents, AFGE Locals 3060 and 3309, USIBWC employees
CONTROL	:	Director, Equal Employment Opportunity Program (915) 832-4112

710.1 REQUIREMENT/AUTHORITY:
The head of each federal agency is required to establish a policy on harassment 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 the polices, 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 710, dated February 20, 2004.

710.4 EFFECTIVE DATE
This directive is effective upon issuance.

FOR THE COMMISSIONER

Cecilia Rubio

Cecilia Rubio
EEO Specialist

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

Harassment Policy

OCT 20 2005

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 than an employee's submission to or rejection of sexual advances will in any way influence any personnel decision involving that employee.

Managers at all levels share the responsibility for equal employment opportunity. Managers will continue to be held accountable for achieving the Commission'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. An EEO counselor should be contacted within 45 days of an incident which is determined to be the basis for a complaint. If you do not obtain a satisfactory resolution though the informal process, you will be given the opportunity to file a formal complaint which will include a formal investigation of the charges and a final agency review and decision.

Ms. Cecilia Rubio is the appointed EEO Officer. She is responsible for administering the agency's EEO program. Anyone having questions, comments or complaints regarding the company's EEO policies should contact Ms. Rubio at 915.832.4112.

Carlos Marin
USIBWC Acting Commissioner