

memorandum

DATE: April 1, 2022

REPLY TO
ATTN OF: DE-1

SUBJECT: Fiscal Year 2022 Equal Employment Opportunity (EEO) Anti-Harassment and Retaliation Policy

TO: All BPA

Valuing people is essential to Bonneville Power Administration's culture and success. Equal Employment Opportunity (EEO) is not only the law, but advances the inclusion of others to propel the BPA mission to address energy and environmental challenges on behalf of the American people.

Adherence to the principles of equal employment opportunity creates a positive work environment where all employees can reach their full potential. These principles are essential to being a model organization that promotes operational excellence.

No applicant or employee will be subjected to harassment (sexual or non-sexual). Non-sexual harassment is any unwelcome conduct (verbal, written, or physical) based on discrimination that: (1) has the purpose or effect of unreasonably interfering with an employee's work performance; (2) creates an intimidating, hostile, or offensive work environment; or (3) affects an employee's employment opportunities or compensation.

Sexual harassment is any unwelcome behavior of a sexual nature. This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, physical conduct of a sexual nature, or other similar behavior. Sexual harassment is not limited to prohibited conduct by a male employee toward a female employee; a male may also be a victim of sexual harassment. Similarly, sexual harassment is not limited to the actions of a supervisory employee toward a nonsupervisory employee; the harasser may be an agent of the employer, a supervisory employee who does not supervise the victim, a coworker, or a non-employee.

This protection against discrimination and harassment extends to all management practices and decisions, including, but not limited to, recruitment and hiring practices, merit promotions, training, career development programs, benefits, transfers, reassignments, and separations from the agency. This means that employment-related decisions must be based on merit and not on discriminatory factors.

Employees are encouraged to promptly report harassment to any management official or directly to the Civil Rights & EEO office. To preserve their right to utilize the EEO complaint process, employees or applicants for employment must initiate contact with their respective Civil Rights and EEO office within 45 calendar days of the date of the alleged discrimination, or within 45 calendar days from the date on which they reasonably became aware of the discrimination. Employees or applicants for employment should contact the Civil Rights & EEO office, via email creeo@bpa.gov or call 503-230-4725. To initiate a prompt impartial inquiry into a claim of (non-EEO) harassment, contact the Anti-Harassment Program by email reportharassment@bpa.gov or call 360-418-2100. Claims of non-EEO harassment do not affect

an employee's right to file an EEO complaint, nor do they alter the required timelines for filing. If an Anti-Harassment complaint is filed a prompt, thorough, and impartial inquiry will be conducted. It is important to note that BPA seeks to protect the confidentiality of harassment allegations to the fullest extent possible, and shares information only with those who have a need to know in the performance of their official duties.

Employees and applicants for employment have the right to report incidents of harassment without fear of retaliation. Retaliation is a form of discrimination where an employee is subjected to an adverse employment action or harassment, solely because he or she filed a charge of harassment; participated in an Anti-Harassment limited inquiry, or other protected activity in opposition to unlawful harassment.

It is the responsibility of the Agency to prevent the harassment of employees by addressing matters as soon as possible. Therefore, BPA may conduct an inquiry into a matter, even in the absence of an Anti-Harassment complaint.

BPA fully supports the use of Alternative Dispute Resolution (ADR) as a way to resolve conflict constructively and at the earliest opportunity. For more information regarding ADR resources, contact the ADR Office at 503-230-3054, the Department's Office of the Ombudsman at (202) 586-0500, or ask the Civil Rights and EEO office for details.

Unlawful harassment in the workplace undermines our ability to achieve our mission. Accordingly, I expect each employee to honor the principles of EEO in the workplace. Any employee who engages in harassment in violation of the law or this policy may be subject to disciplinary action, including suspension or dismissal. Managers must act promptly and appropriately to eliminate and prevent harassment in the workplace. Managers who have knowledge of an act of possible harassment should contact the Civil Rights & EEO Office or the Anti-Harassment Office for guidance.

For more information regarding harassment in the workplace, or additional information on how to file an Anti-Harassment complaint, please visit the Civil Rights & EEO Work Environment Program webpage: [Work Environment Program](#).

Creating and maintaining an environment free from discrimination, harassment and retaliation will help us attract, develop and retain outstanding employees, while motivating and inspiring employee engagement and loyalty. Thank you in advance for your efforts as we work together to ensure a harassment free work culture at BPA.

John L. Hairston
Administrator and Chief Executive Officer