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| File Code: | 6170 | | Date: | May 20, 2011 |
| Route To: | 1700 | | | |
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| Subject: | Inclusive Work Environment | | | |
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| To: | All Region 5 Employees | | | |
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The Forest Service is committed to maintaining a diverse, inclusive work force through a positive work environment where every employee feels valued, welcomed, respected, and safe. Secretary Villsack and Chief Tidwell have made this a priority, and your Region 5 Leadership Team too has devoted a substantial amount of time exploring new and creative ways to achieve this goal.

I am proud of our employees. As I travel through the Region, and through both internal and external management reviews, I have learned that the vast majority of our employees are committed to our mission, take pride in their work, and treat each other and members of the public professionally with respect and dignity. However, we still find situations where we have inappropriate behavior that distracts from having a positive work environment. All of us have responsibility to ensure all employees are treated fairly, equitably, and with dignity and respect.

While the Forest Service has made substantial progress in developing a diverse work force, we cannot rest on our past accomplishments. In an effort to move towards a fully inclusive workforce, where all employees share collective values and demonstrate them daily, we are taking steps to emphasize the importance of proper conduct in the workplace. Improper conduct of a disrespectful or abusive nature will not be tolerated. Inappropriate conduct towards others, which results in employees not feeling safe in the workplace, will be addressed with prompt and appropriate corrective action.

Specific examples include, but are not limited to:

* Fighting, threatening, attempting to inflict or inflicting bodily harm while on Government premises and/or when in a duty status.
* Use of abusive, offensive, unprofessional, distracting, or incitory (goading) language, gestures, or other conduct; quarreling; creating a disturbance or disruption; or horseplay.
* Use of slanderous, malicious, derogatory, discourteous, or otherwise inappropriate language, gestures, or other conduct toward employees, supervisors, or the public.
* Firearms on government premises.

Region 5 is implementing a zero tolerance policy and will take timely and decisive action to correct disrespectful, abusive, or unsafe behavior. To accomplish this, all employees are expected to immediately report to their supervisor, Forest Civil Rights Officer, or Human Resource Specialist, inappropriate behavior they witness within the workplace. Supervisors will promptly initiate fact-finding inquiries or request misconduct investigations, and take appropriate corrective action.

The Regional Office will provide oversight and review of corrective actions for appropriateness and consistency. I expect supervisors to consult with their unit's assigned HR Employee Relations Specialist prior to taking any disciplinary action. The ER Specialist will assist in assessing disciplinary action, if appropriate, including consistency with the USDA Guide for Disciplinary Penalties, and discipline imposed for similar types of misconduct within the Region. Engaging in inappropriate conduct, or failing to report, or take prompt appropriate corrective action, as outlined above, may result in disciplinary action.

Additionally, the Employee Relations Unit in the Regional Office will publish a quarterly digest of adverse actions, which will summarize disciplinary actions taken in the Region.

Again, I am proud of our Region 5 employees and confident we can work together to create a positive work environment that promotes the health, morale, safety, and well-being of every

individual.

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| */s/ Randy Moore* |
| RANDY MOORE |
| Regional Forester |

cc: Ricky Balolong

Stephen Deep

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