



**United States Department of the Interior  
FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240**



In Reply Refer To:  
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**Memorandum**

**To:** All U.S. Fish and Wildlife Service Employees

**From:** Paul Souza  
Regional Director, Region 8  
Exercising the Delegated Authority of the Director  
U.S. Fish and Wildlife Service

**Subject:** Fiscal Year 2025 Equal Employment Opportunity and Non-Discrimination Policy

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide Equal Employment Opportunity (EEO) to all employees and applicants for employment. EEO covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.

Actions affecting any term or condition of employment may not be based on an individual's:

- Race
- Color
- Religion
- National Origin
- Sex
- Disability
- Age (40 years or older)
- Genetic information
- Protected EEO activity (Reprisal)

The Service will not tolerate discrimination, harassment, or reprisal in the workplace and will address any such allegations promptly and professionally. Where allegations are substantiated, the Service will take appropriate action. Reprisal against one who engaged in protected activity will not be tolerated, and the agency supports the rights of all employees to exercise their rights under the civil rights statutes.

If an employee believes they have been the subject of unlawful discrimination, harassment, or reprisal and wishes to enter the complaint process, they must initiate contact with the Office of Diversity and Inclusive Workforce Management (ODIWM) at [eeocomplaints@fws.gov](mailto:eeocomplaints@fws.gov) or contact an EEO counselor within 45 calendar days of either the event they believe constitutes discrimination in the workplace or from the time they become aware of that event.

The Service seeks to create and foster a non-discriminatory work environment where opportunities exist for all employees to attain personal goals, grow professionally, and fully contribute to the vital mission of our organization. To achieve these goals, all employees have a part to play by modeling exemplary conduct, stewardship, and professionalism in all workplace interactions.

In addition, the Service will hold managers and supervisors responsible and accountable for promoting and ensuring equal opportunity in its policies, programs, and practices. We must foster workplaces that allow each employee to contribute to their full potential; therefore, upon request and as appropriate, we must provide reasonable accommodations to qualified individuals with disabilities, unless doing so would pose an undue hardship on the U.S. Department of the Interior (Department).

All Service personnel are responsible for complying with this non-discrimination policy, upholding professional conduct in the workplace, and maintaining an environment that honors integrity, dignity, and respect. We must continue to strive to create and maintain workplaces that are free from discrimination, harassment, and retaliation. This policy and the Department's policy on equal opportunity and workplace conduct is posted on the Service's internal website, as well as in common areas.

Service employees should direct questions regarding this policy by email to [eeocomplaints@fws.gov](mailto:eeocomplaints@fws.gov) or by calling ODIWM at (703) 358-1724.

**This policy supersedes and replaces the version dated December 17, 2024.**