**United States Department of Agriculture**

Research, Education, and Economics
Agricultural Research Service

February 14, 2012

SUBJECT: Anti-Harassment Policy Statement

TO: All Employees

FROM: Joseph Spence
Area Director

As the Beltsville Area Director, I am personally committed to developing and maintaining a diverse workforce by recognizing and embracing employee diversity and by encouraging each individual's perspective and ideas.

The Beltsville Area is fully committed to a workplace free of harassment including sexual harassment for all employees and applicants without regard to race, color, religion, sex (including gender identity and expression), age, national origin, disability, sexual orientation, marital or familial status, parental status, or protected genetic information.

Every Director, Manager and Supervisor has personal obligations and accountability to ensure that the workplace is free from harassment and discrimination. Discrimination of any form will not be tolerated and every member of this organization must be held accountable. Communication regarding the early awareness and resolution of complaints must be addressed and handled appropriately.

Harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

It is imperative that the Beltsville Area's work environment is supportive to the rights of all employees. We must embrace diversity and appreciate the differences that each of us brings to the workplace.

This policy is my personal commitment to assuring that the Beltsville Area is free of harassment and sexual harassment for all employees. I am asking that this policy statement be posted in all work areas to ensure that the Beltsville Area workforce is aware of and promotes a harassment-free workplace.

Beltsville Agricultural Research Center
Area Administrative Office
10300 Baltimore Avenue, Beltsville, Maryland 20705-2350

An Equal Opportunity Employer

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February 14, 2012

SUBJECT: Equal Employment Opportunity Policy Statement

TO: All Employees

FROM: Joseph Spence
Area Director

The Beltsville Agricultural Research Center (BARC) is fully committed to equal opportunity for all employees and applicants without regard to race, color, religion, sex, age, national origin, disability, or sexual orientation. ARS EEO Policy mandates equal opportunity for everyone and prohibits discrimination in all aspects of the Agency's personnel policies, practices and operations. All non-merit barriers that impede the employment, hiring, promotion, and retention of any employee must be eradicated from the workplace.

Every Director, Manager and Supervisor has personal obligations and accountability to ensure that the workplace is free from harassment and discrimination. Discrimination of any form will not be tolerated and every member of this organization must be held accountable. As Secretary Vilsack has stated in the USDA Civil Rights Policy statement "USDA employees will be held accountable for doing their part to ensure that all USDA applicants, customers constituents, and stakeholders as well as other USDA employees are provided equal access to the opportunities, programs and services available through The People's Department".

As the Beltsville Area Director, I am personally committed to developing and maintaining a diverse workforce by recognizing and embracing employee diversity and by encouraging each individual's perspective and ideas. Communication regarding the early awareness and resolution of complaints must be addressed and handled appropriately.

Equal Employment Opportunity is the right of every ARS employee and is an important part of our overall success and achievements. It is imperative that ARS' work environment is supportive and committed to the rights of all employees.

This policy is my personal commitment to ensure that equal opportunity in the Beltsville Area is provided to all employees. We must embrace diversity and appreciate the differences that each of us brings to the workplace. This policy statement must be posted in all work areas to ensure that the Beltsville Area workforce is aware of and promotes its civil rights responsibilities.

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