United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

SUBJECT: 2014 Anti-Harassment/Anti-Bullying Policy Statement

TO: All ARS Employees

FROM: Chavonda Jacobs-Young
Administrator

Chavonda Jacobs-Young MAY 22 2014

As the Administrator for the Agricultural Research Service (ARS), I want to express my strongest commitment toward the prohibiting of sexual and other types of harassment in the workplace. I encourage managers, supervisors, and employees to remain cognizant of this policy and refrain from, and take steps to prevent, acts of harassment of any nature. ARS' policy is clear. No form of harassment will be tolerated.

Workplace harassment is defined as unwelcome or offensive treatment, behavior, or conduct (whether verbal, physical, psychological, or visual) that denigrates or shows hostility or aversion toward an individual based on that individual's protected status, and that a reasonable person would consider intimidating, hostile, or abusive.

Offensive conduct includes, but is not limited to: bullying, offensive jokes, epithets, slurs, name-calling, physical assault or threats, intimidation, insults, ridicule, mockery, manipulation of the individual's reputation by rumor, gossip, interference with work performance, display of offensive objects or pictures, written or verbal comments and graphic materials that are offensive to or show hostility toward an individual or group.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature. Basically, harassment in any form is unacceptable and will not be tolerated.

All ARS employees, applicants, and service recipients may express harassment complaints without fear of retaliation. All acts of harassment or retaliation must be reported immediately through the appropriate forum. All allegations will be investigated, and any individual(s) determined to have perpetuated harassment will be subject to disciplinary or adverse action. ARS employees seeking relief from harassment based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, sexual orientation, genetic information, marital or parental status, must contact the Office of Outreach, Diversity, and Equal Opportunity (ODEO), at 1-800-340-4289, or 202-720- 3410, within 45 calendar days of an alleged incident. Additional information on our civil rights program can be found on the ODEO Web site at **http://www.ars.usda.gov/aboutus/docs.htm?docid=23071**.

All managers, supervisors, and employees must be proactive in and preventing harassment and promoting a discrimination free workplace. All will be held accountable if appropriate actions are not taken to end any and all such behaviors that violates this policy.

Office of the Administrator
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An Equal Opportunity Employer