

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

4-08

1/7/08

ANTI-HARASSMENT POLICY STATEMENT

This policy reaffirms FSIS' commitment to deliver program services in work environments that are harassment-free and respectful to its employees and customers. Harassment is a concern for everyone and we share a responsibility to maintain a harassment-free workplace. Supervisors and employees must create and maintain a work environment where everyone is treated professionally and with dignity and respect. FSIS strictly prohibits the use or abuse of official authority or position to intimidate, coerce, or harass.

Harassment is a form of discrimination which may be based on a prohibited basis of race, color, national origin, gender, religion, age (40 and over), mental or physical disability, political affiliation or belief, sexual orientation, and marital or family status. It is any objectionable verbal or physical conduct, comment, or display which demeans, disparages, aggravates, intimidates, or causes humiliation or embarrassment to another person. It is conduct which serves no legitimate work purpose, and is a reasonably known unwelcome offense. Harassment may:

- Create an intimidating, hostile or offensive work environment.
- Cause unreasonable interference with an individual's work performance.
- Otherwise affect an individual's employment opportunities.

Harassing conduct includes:

CONDUCT	OFFENSIVE ACTIONS MAY INCLUDE, BUT ARE NOT LIMITED TO:
Physical	Actual or threatened assault including hitting, tripping, kicking, punching or unwanted touching; malicious or insulting gestures.
Verbal	Unwelcome remarks, jokes, innuendos or taunts causing offense or embarrassment; name calling, swearing, bullying, expressing or insinuating threats, incessant teasing, wolf whistling, or spreading rumors.

DISTRIBUTION:
All Employees

NOTICE EXPIRES:
January 1, 2009

OPI:
OM - Civil Rights Division
LERD - Employee
Relations Branch

Psychological	Shunning or ostracizing, stalking, staring; gesturing; preventing someone from joining in an activity; hiding, damaging or taking another's property; displaying objectionable materials, graffiti, or pictures.
Intimidation	Use of physical or organizational power to coerce a person to perform a particular action, or to instill a feeling of humiliation or intimidation.

Refer to the following FSIS issuances for policy or guidance:

- FSIS Notice on Sexual Harassment Policy Statement.
- FSIS Notice on Workplace Violence Policy Statement.
- FSIS Directive 4735.4, Reporting Assault, Harassment, Interference, Intimidation or Threat.

This notice does not limit the supervisor's right to manage effectively in the workplace. For example, nondiscriminatory assignment of work, operational reviews, performance reviews, coaching, and disciplinary measures that a supervisor takes for valid reasons do not constitute harassment in the workplace. However, these actions must remain respectful.

Harassment is not limited to the included parties' perceptions. Anyone who is offended by the inappropriate behavior is affected. Managers and supervisors must be proactive in preventing harassment and ensuring a discrimination-free workplace. Managers and supervisors are subject to receive disciplinary or adverse action for tolerating harassment and failing to take appropriate and immediate action on reports of harassment. All employees have a personal responsibility to create and maintain a workplace that is harassment-free by refraining from discriminatory or harassing behavior.

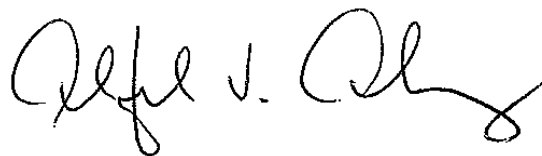
Employees should immediately address and resolve incidents of harassment at the lowest possible level. Employees experiencing harassment should document such incidents, and where practical, make their objections immediately known to the harasser or appropriate supervisory or management official. If you witness incident(s) of harassment, you should bring the incident(s) to the attention of an appropriate official.

If an informal attempt at resolution fails or is impractical, an employee may seek relief from harassment based on one or more of the prohibited bases cited above by contacting an EEO counselor within 45 days of the alleged incident(s). Report all other allegations of harassment to your supervisor or to the Workplace Violence Prevention and Response Program at (888) 894-6217.

FSIS has a zero tolerance policy on reprisal and retaliation directed against any individual who participates in civil rights and EEO. This includes filing a complaint, testifying or participating in an investigation. FSIS takes all allegations seriously, investigates objectively, and if substantiated, uses appropriate corrective action.

Post this notice in prominent locations at all FSIS-controlled worksites as a continual reminder that harassment is not tolerated or condoned in the workplace. All employees, including contractors, FSIS-regulated industry personnel and others performing official work for the Agency must fully support this policy.

Remember, everyone has a right to work in a harassment-free environment. I am committed to ensuring that every employee and customer is treated professionally, equitably, and with dignity and respect.

A handwritten signature in black ink, appearing to read "Jeffrey J. O'Connell", written in a cursive style.

Administrator