



United States  
Department of  
Agriculture

Animal and Plant  
Health Inspection  
Service

Washington, DC  
20250

## Animal and Plant Health Inspection Service Anti-Harassment Policy Statement

The Animal and Plant Health Inspection Service (APHIS) is committed to a workplace that is free from any form of harassment. It is incumbent upon all employees to respect their colleagues in the workplace as well as the customers and stakeholders who rely on us for critical programs and services. APHIS' 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 towards 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, slurs, epithets, name-calling, physical assault or threats, intimidation, insults, ridicule, mockery, interference with work performance, and the display of offensive objects or pictures, written or verbal comments, or 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. The bottom line is that harassment in any form is unacceptable and will not be tolerated.

Employees experiencing or witnessing harassment should immediately report the matter to their supervisor, manager, or the Workplace Violence Prevention and Response Toll-Free Number, 1-866-234-3174. Any employee who makes such a complaint or provides information related to the complaint will be protected from harassment. An employee making a complaint of harassment based on a protected basis must contact the APHIS Office of Civil Rights, Diversity and Inclusion (OCRDI) Counseling and Resolution Branch at 1-800-342-7231 within 45 days of the alleged incident. Such complaints include workplace harassment based on race, religion, color, sex (including gender identity and expression), age, national origin, disability, reprisal, sexual orientation, marital, parental or familial status, political beliefs, protected genetic information, or receipt of public assistance. Confidentiality of harassment complaints will be maintained to the extent possible.

Management is responsible for setting the tone in the workplace and for ensuring enforcement of this policy. I expect managers and supervisors to take prompt action to address any and all complaints of harassment and to ensure that no retaliation takes place against any employee or individual making such a complaint or providing information about the complaint. This policy should be posted in our workplace and disseminated to all employees. The policy statement and additional information on our civil rights program can be found on the OCRDI website at [www.aphis.usda.gov/civil\\_rights](http://www.aphis.usda.gov/civil_rights).

Kevin Shea  
Acting Administrator

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