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Subject: Forest Service Policy on Sexual Harassment - Reminder to Fireline and other Fire Environments

To: Regional Foresters, Station Directors, Area Director, IITF Director, Job Corps, and WO Staff

The Chief's January 10, 2002, letter to all employees regarding prevention of sexual harassment is as pertinent today as it was then.

SEXUAL HARASSMENT IN ANY FORM WILL NOT BE TOLERATED

As fire season begins here are lists of behaviors which will not to be tolerated in fire camp and in the office:

Sexual Harassment at work, including emergency incidents, occurs whenever unwelcome conduct on the basis of gender, adversely affects a person's ability to do their job, and contributes to a hostile work environment. Sexual harassment includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances
- Requests for sexual favors
- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching
- Displaying sexually suggestive pictures
- Using demeaning or inappropriate terms
- Using indecent gestures
- Using crude and offensive language
- Commenting on physical attributes

"Inappropriate behavior is harassment including sexual and racial harassment and shall not be tolerated." (Fireline Handbook, Chapter 6, Common Responsibilities)

Employees determined to have engaged in sexual harassment, will be subject to disciplinary actions based on the severity of the particular circumstances. All line officers and their staffs should take necessary actions to ensure that these matters are addressed swiftly, fairly and effectively. Managers and supervisors should establish through their actions and words, that they care how their employees treat each other.



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We are all professionals and each incident is an opportunity to project that professionalism by reinforcing behavior consistent with the Fire and Aviation Management core values: Safety, Integrity, and Treating People Fairly and with Mutual Respect.

Please give this very important message wide distribution. Let us continue to strive for a harassment-free work environment.

/s/ Joel D. Holtrop
JOEL D. HOLTROP
Deputy Chief State and Private Forestry

Enclosure: Spanish Translation of Behaviors

PREVENGA EL ACOSO SEXUAL

El Acoso Sexual en el trabajo, incluyendo en incidentes de emergencia, ocurre cuando se da una conducta inapropiada o molesta con base a un género, la cual afecta desfavorablemente la habilidad de un personal de poder desempeñar su trabajo, y contribuye a un ambiente de trabajo hostil. El acoso sexual incluye, pero no está limitado, a las siguientes clases de conducta:

- Insinuaciones sexuales inoportunas o molestas
- Solicitud de favores sexuales
- Hablar de actividades sexuales
- Decir chistes que hagan sentir mal a alguien
- Mostrar fotos con sugerencias sexuales
- Usar términos degradantes o inapropiados
- Usar gestos indecentes
- Usar lenguaje rudo y ofensivo
- Hacer comentarios acerca de los atributos físicos de alguien.

“El comportamiento inapropiado es hostigamiento incluyendo el acoso sexual y racial y no debería ser tolerado.”

Manuel Linea de Fuego, Capítulo 6, Responsabilidades en común.