

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

FSIS NOTICE	2-08	1/7/08
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**PREVENTION OF SEXUAL HARASSMENT
POLICY STATEMENT**

This notice reminds employees that sexual harassment, in any form, is inappropriate and unacceptable conduct that FSIS will not tolerate. Sexual harassment is illegal, unwelcome, deliberate, or repeated behavior of a sexual nature that:

- Undermines workplace relationships.
- Interferes with productivity, and threatens employees' mental, emotional, and physical well-being.
- Violates **Title VII of the Civil Rights Act of 1964**, as amended, which prohibits discrimination on the basis of sex.

Sexual harassment occurs under various circumstances. The victim or the harasser may be:

- A woman or man.
- The same or opposite sex.
- A Federal employee, contractor, or FSIS-regulated employee.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when they:

- Become a condition or term of employment.
- Interfere with the employee's work performance.
- Create an intimidating, hostile, or offensive work environment.

Inappropriate conduct includes verbal and non-verbal communication, as well as physical contact including, but not limited to:

- Sexual gestures or comments such as slurs, jokes, suggestions, or conversations containing sexually explicit comments.
- Unwelcome sexual flirtation or advances.

DISTRIBUTION:
All Employees

NOTICE EXPIRES:
January 1, 2009

OPI:
CRD – Program Planning,
Analysis and Compliance
Branch

- Repeated requests for dates, requests for sexual favors, or requests for sexual activity in exchange for favorable treatment or continued employment.
- Inappropriate materials with sexual connotations such as posters, magazines, cartoons, or screen savers.
- Inappropriate contact such as unnecessary, unwanted, or unsolicited touching, patting, pinching, hugging, grabbing, cornering, or repeated brushing against someone's body.

Sexual harassment is not limited to the included parties' perceptions. Anyone who is offended by the inappropriate behavior is affected. Sexual harassment negatively affects morale, motivation, and job performance, and can result in increased absenteeism, turnover, inefficiency, and loss of productivity.

Managers and supervisors must be proactive in preventing sexual harassment and ensuring a discrimination-free workplace. Managers and supervisors are subject to receive disciplinary or adverse action for tolerating sexual harassment and failing to take appropriate and immediate action on reports of sexual harassment. Employees (including supervisors and managers) engaging in sexual harassment may be demoted, suspended, or removed from Federal service.

Front-line supervisors and plant managers are responsible for their employees' conduct and should address situations to eliminate sexual harassment among their employees. In-plant supervisors must immediately address allegations from plant management regarding FSIS employees sexually harassing plant employees, or vice versa.

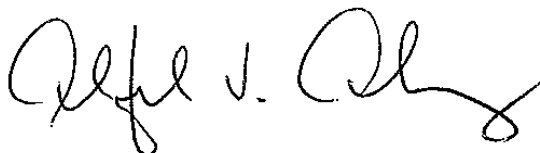
Post this notice in prominent locations at all FSIS-controlled worksites as a continual reminder that sexual harassment is not tolerated or condoned in the workplace. All employees, including contractors, FSIS-regulated industry personnel, and others performing official work for the Agency must fully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

Employees who believe they have been sexually harassed should seek advice and counsel from supervisors, equal employment opportunity counselors, or the director of the Civil Rights Division (CRD).

For more information, or training and videotapes on preventing sexual harassment, contact CRD at:

Telephone: (800) 269-6912 (Toll-free)
(301) 504-7755 (Voice and TDD)

Web site: www.fsis.usda.gov/About_FSIS/Civil_Rights_Overview/index.asp



Administrator