

October 1, 2007

MEMORANDUM TO: All Alcohol and Tobacco Tax and Trade Bureau Employees

FROM: Administrator

SUBJECT: Anti-Harassment Policy

The Alcohol and Tobacco Tax and Trade Bureau's (TTB) policy on harassment is Zero Tolerance. Harassment in any form is prohibited and will not be tolerated at TTB. As Administrator, I am reaffirming my commitment to maintaining a work environment free from harassment, intimidation, or other disruptive behavior, where employees can perform to their full potential. All supervisors and managers have the responsibility to prevent and promptly correct any harassment in the workplace before it rises to the level of a violation of Federal law.

Harassment (Non-Sexual):

Prohibited and unlawful harassment is any harassment based on protected classes including race, sex, age, color, religion, national origin, disability, parental status, sexual orientation, protected genetic information, and any activity protected under the anti-discrimination statute. Harassment occurs when there is unwelcome conduct that 1) substantially interferes with an employee's job performance, benefits, or opportunities, or 2) creates an intimidating work environment.

Sexual Harassment:

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Federal laws require a workplace free from harassment and it is imperative that we make every effort to prevent any instances of harassment in TTB. Managers and supervisors must set the tone for a positive and professional work climate, and must take immediate action on observed or reported incidents. Employees are to conduct themselves in an appropriate manner, and must monitor their personal behavior regarding their words and actions. All employees are accountable for their conduct in the work place.

The spirit of TTB is to prevent harassment and promote a work environment fostering a high level of professionalism and courtesy that reflects the Bureau's commitment to excellence and respect for all individuals. Employees who feel they are victims of harassment are encouraged to report the incident immediately, without fear of reprisal, to a supervisor, management official, and/or the Office of Equal Employment Opportunity and Diversity Advancement. All claims of harassment will be investigated promptly and thoroughly, and appropriate action will follow. We must uphold a working environment in which every employee is treated with respect. Harassment is against the law and its prevention is everyone's responsibility.



John J. Manfreda