



U.S. Department of Justice

Environment and Natural Resources Division


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MEMORANDUM

SEP 21 2007

To: All ENRD Employees

From: Ronald J. Tenpas   
Acting Assistant Attorney General

Re: ENRD Policy on Harassment

The Environment and Natural Resources Division (ENRD) is committed to maintaining a harmonious and pleasant working environment, free from any form of harassment related to a person's gender, race, color, religion, national origin, sexual orientation, or mental or physical handicap. Harassment demeans its victims and interferes with a productive working environment.

The Environment Division is a great place to work, as evidenced by the recent *Best Places to Work Survey*, in which employees voted ENRD the top component of the Justice Department, and the number two best place in the entire government. But it is important that we not be complacent about this success. Thus, I want to reaffirm the Division's commitment that complaints of harassment will be treated seriously, and disciplinary action will be taken in the event that someone is found to have engaged in such behavior. The Division's managers and supervisors share a responsibility to ensure that our workplace is free from harassing behavior and that employees are not subject to retaliation for reporting incidents of harassment. We all must be able to work in an environment that is free from any type of harassment.

It is important to understand what constitutes harassment. Sexual harassment is any activity that creates an intimidating, hostile, or offensive work environment for members of one gender, whether caused by a supervisor or a co-worker. It may include behavior such as unwelcome sexual advances or touching, telling off-color jokes, or pressuring another employee for dates. Sexual harassment also occurs when employment decisions affecting an employee, such as hiring, firing, promotions, or awards, result from sexual misconduct. Other more prevalent forms of nonsexual harassment include racial slurs or inappropriate comments or actions related to race, age, religion or disability. A 2005 Equal Employment Opportunity Commission (EEOC) report reflects that claims of nonsexual harassment have been the number one issue alleged against federal agencies since 1994, and that 39 percent of cases in which the EEOC finds discrimination include a claim of nonsexual harassment.

If you believe that you are a victim of harassment, or that you have witnessed such an incident, you may contact your supervisor, or Marcia Jordan-Burke in ENRD's Executive Office (202-616-3128), or Andrea Berlowe in the Law and Policy Section (202-305-0478), or the Department's EEO Staff (202-616-4800), or, if you are a member of a bargaining unit, you may contact your union representative. Do not let any form of harassment go unreported.