



Armed Forces Retirement Home
Chief Operating Officer
3700 N. Capitol Street NW, P.O. Box 1303
Washington, DC 20011-8400
January 5, 2009

**MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES OF
THE ARMED FORCES RETIREMENT HOME**

Subj: 2009 Policy Statement – Prevention of Sexual Harassment

As we begin calendar year 2009, I would like to take this opportunity to reaffirm my commitment to the prevention of sexual harassment in the AFRH workplace. I ask my managers and supervisors to do everything they can do to help create a work environment in which all employees are treated with dignity and respect. Without question, the AFRH policy is that sexual harassment is unacceptable conduct and *will not* be tolerated.

Sexual harassment is a violation of the Sex Discrimination provision of Title VII of the Civil Rights Act, as amended. It is also a prohibited personnel practice. Sexual harassment is defined as unwelcome sexual favors, and other sexual or physical conduct of a sexual nature; when submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment; when submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of interfering with an individual's work performance or creating an offensive working environment.

I solicit the support of each Home Director, Deputy Director, Service Chief, supervisor and manager to proactively protect their employees from sexual harassment, or any form of harassment, and to act swiftly and fairly when unacceptable conduct is observed or reported. Sexual harassment adversely affects morale and productivity and it simply cannot be tolerated.

Individuals who feel they are victims of sexual harassment should make it clear that such behavior is both offensive and unacceptable. If the offending behavior does not stop immediately, it reoccurs, or if there is fear of reprisal the affected employee(s) should report the harassment through appropriate supervisory channels, or to the Agency's servicing EEO Officer, Mr. Henry Bourgeois, 202-433-9483. Allegations of such conduct will be treated seriously and the AFRH will take prompt, fair and effective action.

The intent of this policy is to foster a working environment wherein every employee exhibits only the highest level of professional behavior and courtesy. I am confident that management officials will ensure that this policy is strictly enforced by the entire workforce.

A handwritten signature in black ink, appearing to read "Timothy C. Cox". The signature is written in a cursive, slightly slanted style.

TIMOTHY C. COX
Chief Operating Officer

Copy to:
Henry Bourgeois, EEO Officer