



United States
Department of
Agriculture

Animal and Plant Health Inspection Service (APHIS) Anti-Harassment Policy Statement

Animal and Plant
Health Inspection
Service

Washington, DC
20250

APHIS is committed to preventing and eliminating all types of workplace harassment based upon race, religion, color, sex, age, national origin, disability, reprisal, sexual orientation, marital and familial status, or other protected group status. With this policy statement, I want to reiterate my firm stance on promoting and creating a productive work environment that is free of discrimination and harassment.

Harassment is defined as unwelcome conduct (whether verbal, physical, or visual) that denigrates or shows hostility or aversion towards an individual based on a person's protected status. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature. Harassment (sexual or nonsexual) occurs when such conduct is a condition of a person's job, is used for employment decisions, creates an intimidating, hostile or offensive environment, or interferes with the performance of an employee's duties. The bottom line, however, is that harassment in any form is inappropriate and unacceptable and will not be tolerated.

I strongly encourage employees who experience harassment to report the matter as soon as possible. Employees seeking relief from harassment based on a protected status must contact the Civil Rights Enforcement and Compliance, Alternative Dispute Resolution Center (1-800-342-7231) within 45 calendar days of an alleged incident. All other allegations of harassment should be reported to supervisors, managers, or the Workplace Violence Prevention and Response Hotline (1-866-234-3174).

APHIS is committed to taking immediate action upon learning of possible sexual harassment, even if the involved individual does not pursue a complaint. We will take all necessary steps to ensure that the matter is promptly investigated and addressed before the situation become severe or pervasive. I also expect APHIS management officials to be aware of the Agency's responsibilities as specified in the Equal Employment Opportunity Commission's enforcement guidance documents (posted at <http://www.eeoc.gov>). In view of our EEO obligations, I expect APHIS managers to act proactively to prevent harassment and to take immediate and appropriate corrective actions when problems occur to prevent further issues.

EEO is everyone's business. This policy statement must be posted and disseminated to all employees. This policy statement is also posted on the CREC website at www.aphis.usda.gov/civil_rights.


Cindy J. Smith
Administrator

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Safeguarding American Agriculture

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