



ADMINISTRATOR

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
WASHINGTON, D.C. 20220

NOV 04 2011

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

FROM: Administrator

SUBJECT: Anti-Harassment Policy

I am reaffirming my commitment to maintaining a work environment where employees can perform to their full potential free from harassment, intimidation, or other disruptive behavior. The Alcohol and Tobacco Tax and Trade Bureau (TTB) is committed to the prevention of harassment and promotion of a work environment that reflects the Bureau's commitment to excellence and respect for all individuals. 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. TTB has **Zero Tolerance** for harassment. Harassment in any form is prohibited and will not be tolerated.

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: substantially interferes with an employee's job performance, benefits, or opportunities; or 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.

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Managers and supervisors must set the tone for a positive and professional work climate, and must take immediate action on observed or reported incidents. It is important that employees conduct themselves in an appropriate manner, and monitor their personal behavior regarding their words and actions. All employees are accountable for his or her conduct in the work place.

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.