

BONNEVILLE POWER ADMINISTRATION POLICY HARASSMENT-FREE WORKPLACE

POLICY	The Bonneville Power Administration's (BPA) policy is to have a harassment-free work environment where people treat one another with respect. (Complete guidance on this policy is contained in the MAS Handbook.)
ACTION REQUIRED	BPA's and our contractor's managers and supervisors have the primary responsibility for creating and sustaining this harassment-free environment (by example, by job supervision, by coaching, by training, by contract enforcement and by other means). But all employees, contractor personnel and visitors must take personal responsibility for maintaining conduct that is professional and supportive of this environment. Managers and supervisors must take immediate action to stop harassment, to protect the people targeted by harassers, and to take all reasonable steps to insure that no further harassment or retaliation occurs.
LOCATIONS COVERED	The BPA work environment includes areas in and around BPA buildings, facilities, fitness centers, vehicles, food service areas and break locations, and any other areas or conveyances where BPA employees work or where work-related activities occur, including official travel.
DEFINITION	BPA defines harassment as any unwelcome, inappropriate, non-job-related conduct, including retaliation, that causes a BPA or contractor employee or visitor to feel threatened, intimidated or distressed in the BPA work environment. This includes making false accusations of harassment with the intent of harming someone else. By "non-job-related" BPA means the conduct is not a part of successful performance of assigned duties.
EXAMPLES	<p>Examples of harassment include, but are not limited to:</p> <p>Physical conduct: Unwelcome touching; standing too close; leering or threatening staring or glaring; obscene, threatening or offensive gestures.</p> <p>Verbal or written conduct: References to private body parts; derogatory or demeaning comments, jokes or personal questions; sexual innuendoes; offensive remarks about race, gender, religion, age, ethnicity, sexual orientation, political beliefs, marital status, veteran status, union membership, or disability; obscene letters or telephone calls, catcalls; whistles; sexually suggestive sounds; loud and abusive comments.</p> <p>Visual or symbolic conduct: Display or pictures of nude, scantily clad or offensively clad people; display of intimidating religious, political or other symbols; display of offensive, threatening or demeaning drawings, cartoons or other graphics; offensive T-shirts, coffee mugs, bumper stickers, or other articles.</p>
OPTIONS	<p>Individuals who believe they are being harassed or retaliated against should exercise any one or more of the following options as soon as possible:</p> <p style="padding-left: 40px;">Tell the harasser how you feel and ask the person to stop the offensive conduct; and/or Tell a manager or supervisor about the conduct and how you feel about it; and/or Call the confidential Employee Assistance Hotline for alternatives on how to deal with the situation.</p>
INTERNAL SUPPORT	In addition, if you are a BPA employee, you may seek help from Employee Assistance, an EEO counselor, your union steward, or the DOE Office of Civil Rights/Sexual Harassment Hotline. Mediation services may be available to help resolve conflict. Contact the Conflict Resolution Information/Referral Line, EEO counselors, or a management official for more information.
PENALTIES	BPA staff that engages in harassment will face consequences ranging from verbal warnings and letters of reprimand up to and including termination from BPA employment, depending upon the seriousness of the misconduct. BPA managers and supervisors who do not take action when they know or suspect the harassment is occurring will face the same range of consequences. Contractor staff who engage in harassment may be subject to comparable penalties from their employers, and a contractor who fails to enforce this policy may have its contract with BPA terminated. Visitors who harass may be removed from a BPA workplace and prevented from returning.