



Animal and Plant
Health Inspection
Service

Animal and Plant Health Inspection Service Anti-Harassment Policy Statement

Office of the
Administrator

1400 Independence
Avenue SW
Washington,
DC 20250

Voice 202.799.7000
Fax 202.720.3054

As Animal and Plant Health Inspection Service (APHIS) employees, it is our responsibility to maintain a professional work environment in which individuals are treated with respect and dignity, and to also maintain professionalism and respect in our daily interactions with customers and stakeholders. Our ability to maintain a workplace free of harassment is essential to fulfilling our mission. APHIS' policy is clear: Harassment of any kind will not be tolerated.

Workplace harassment is unwelcome, intimidating, hostile, abusive, or offensive treatment, behavior, or conduct—whether verbal, physical, visual, or psychological—that denigrates or shows hostility or aversion towards an individual based on that individual's protected status. Offensive conduct includes, but is not limited to, bullying, offensive jokes, slurs, epithets, name-calling, physical assault or threats, intimidation, insults, ridicule, mockery, interference with work performance, and the display of offensive objects or pictures, written or verbal comments, or graphic materials that are offensive to or show hostility toward an individual or group. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature.

Employees experiencing or witnessing harassment should immediately report the matter to their supervisor, manager, or the Workplace Violence Prevention and Response toll-free number at 1-866-234-3174. Any employee who files such a complaint or provides information related to a complaint will be protected from retaliation. An employee making a complaint of harassment based on a protected status must contact the APHIS Office of Civil Rights, Diversity, and Inclusion (OCRDI) Counseling and Resolution Branch at 1-800-342-7231 within 45 days of the alleged incident. This includes workplace harassment based on race, religion, color, sex (including gender identity and expression), age, national origin, disability, reprisal, sexual orientation, marital, parental or familial status, political beliefs, protected genetic information, or receipt of public assistance. Confidentiality of harassment complaints will be maintained to the utmost extent possible. Managers and supervisors will take prompt action to address any harassment complaint and to ensure that no retaliation takes place against any employee or other individual making such a complaint or providing information about the complaint. Any APHIS employee found to have engaged in any form of harassment will be subject to disciplinary action.

This policy must be posted in our workplace and disseminated to all employees. This policy statement and additional information on the complaint process can be found on the OCRDI website at www.aphis.usda.gov/civil_rights.

Kevin Shea
Administrator

FEB 10 2016