



United States Department of Agriculture

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

The Animal and Plant Health Inspection Service (APHIS) is committed to maintaining a work environment in which employees, stakeholders, and customers are treated with respect and dignity. An APHIS professional workplace free of harassment is critical to fulfilling our mission, so our policy is clear: Harassment of any kind will not be tolerated.

Workplace harassment is unwelcome, intimidating, hostile, abusive, or offensive treatment, behavior, or conduct that denigrates or shows hostility or aversion towards an individual based on that individual's protected status. This includes workplace harassment based on race, religion, color, sex, gender identity (including gender expression), age, national origin, disability, reprisal, sexual orientation, marital, parental or familial status, political beliefs, protected genetic information, receipt of public assistance, or reprisal or retaliation for prior civil rights activity.

Workplace harassment can be verbal, physical, visual, or psychological. 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; written or verbal comments; the display of offensive objects or pictures; or graphic materials that are offensive to, or show hostility toward, any 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 it to their supervisor, manager, or Workplace Violence Prevention and Response staff by calling 1-866-234-3174. 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.

APHIS maintains confidentiality of harassment complaints to the extent possible and will protect from retaliation any employee who files such a complaint or provides information related to a complaint. APHIS managers and supervisors will take prompt action to address any harassment 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 <https://www.aphis.usda.gov/aphis/ourfocus/civilrights>.

A handwritten signature in black ink that reads "Michael Gregoire".

Michael Gregoire
Acting Administrator

MAY 10 2017