



Animal and Plant  
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Service

Wildlife Services

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### Wildlife Services Anti-Harassment Policy Statement

All employees have the right to work in an office where they're treated with courtesy and respect by their colleagues and supervisors. As the Deputy Administrator for Wildlife Services (WS), I want to reiterate APHIS' Anti-Harassment Policy Statement and make it clear that harassment of any kind will not be tolerated in WS.

Workplace harassment is defined as unwelcome or offensive treatment, behavior, or conduct—whether verbal, physical, visual or psychological—that denigrates or shows hostility or aversion toward an individual based on their protected status. Under Federal law, if a reasonable person considers the behavior intimidating, hostile or abusive, then it meets the criteria for harassment. Offensive conduct includes, but is not limited to, bullying, offensive jokes, slurs, epithets, name-calling, physical assault or 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 considered any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature.

WS 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. A WS employee making a harassment complaint based on a protected status (race, religion, color, sex, age, national origin, disability, reprisal, sexual orientation, marital, parental or familial status, political beliefs, protected genetic information, or receipt of public assistance) should contact the APHIS Office of Civil Rights, Diversity and Inclusion Counseling and Resolution Branch at 1-800-342-7231 within 45 days of the alleged incident.

No one should ever be afraid to come to work or be made to feel uncomfortable or intimidated because of a co-worker's harassment. I want to assure you that WS management is committed to taking prompt action to address any harassment complaints and to ensure that no retaliation takes place against any employee or other individual making such a complaint or providing information about the complaint. From the field to headquarters, we all need to work together to foster a respectful and professional environment that enables everyone to perform at their best.

William H. Clay  
Deputy Administrator