



April 30, 2018

SUBJECT: Anti-Harassment Policy Statement

TO: All Northeast Area Employees

FROM: Dariusz Swietlik, Director
Northeast Area

A handwritten signature in blue ink, appearing to read "Dariusz Swietlik", written over the printed name in the "FROM" field.

As the Northeast Area (NEA) Director, I am personally committed to developing and maintaining a diverse workforce by recognizing and embracing employee diversity and by encouraging everyone's perspective and ideas.

The NEA is fully committed to a workplace free of harassment including sexual harassment for all employees, contractors, constituents, stakeholders, and applicants without regard to race, color, religion, sex (including gender identity and expression), age, national origin, disability, sexual orientation, marital or familial status, parental status, or protected genetic information.

Each Director, Manager, and Supervisor has personal obligations and accountability to ensure that the workplace is free from harassment. Discrimination of any form will not be tolerated and every member of this organization must be held accountable.

Harassment is an unwelcomed conduct that is based on race, color, sex, religion, national origin, disability, and/or age. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Forms of harassment may include sexual harassment or other non-sexual discriminatory harassment. Sexual harassment can take the form of physical or non-physical conduct, such as words, gestures, or comments. Non-sexual discriminatory harassment includes any type of harassment (other than sexual) which is directed at a person because of his/her race, national origin, religion, color, sex, age, disability, sexual orientation, marital and parental status, political affiliation or reprisal. Harassing conduct may include but is not limited to, offensive jokes, slurs, name calling, bullying, physical assault or threats, intimidation, ridicule or mockery, insults or put downs, offensive objects or pictures, and interference with work performance.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted.) The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

For additional information please visit the EEOC's websites at:

http://www.eeoc.gov/laws/types/sexual_harassment.cfm and

<http://www.eeoc.gov/eeoc/publications/fs-sex.cfm>

Communication regarding the early awareness and resolution of complaints must be addressed and handled appropriately. It is imperative that the NEA's work environment is supportive to the rights of all employees. We must embrace diversity and appreciate the differences that each of us brings to the workplace. If an employee believes that he/she has been discriminated against and wishes to file an EEO complaint, contact the Office of Outreach, Diversity and Equal Opportunity (ODEO) at 202-720-3410 or 800-340-4289. Additional information related to EEO is located on the ODEO website located at <https://www.ars.usda.gov/office-of-outreach-diversity-and-equal-opportunity/the-eeo-compliance-branch/>.

This Policy is my personal commitment to assuring that the NEA is free of harassment and sexual harassment for all employees. I am asking that this policy statement be posted in all work areas to ensure that the NEA workforce is aware of and promotes a harassment-free workplace.