THE ADMINISTRATOR OF THE ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

JAN 0 6 2016

MEMORANDUM

SUBJECT: Anti-Harassment Policy Statement

FROM: Gina McCarthy

TO: All Employees

The U.S. Environmental Protection Agency celebrated 45 years as a federal agency on December 2, 2015, and we take great pride in our rich history of excellence in serving the American people and in fulfilling our critical mission to protect public health and our environment. In marking this anniversary, I take the opportunity to restate our commitment to a workplace that ensures employees are not subjected to harassment. I am pleased to share with you the EPA's Anti-Harassment Policy Statement and the EPA's Procedure for Addressing Allegations of Workplace Harassment (EPA Order 4711).

Both the policy and procedure serve to reaffirm that the EPA will not tolerate harassment in the workplace. Harassment based on race; color; sex, whether sexual or nonsexual, including pregnancy, gender stereotyping, gender identity or expression; national origin; religion; age; disability; prior protected Equal Employment Opportunity activity; sexual orientation; status as a parent; marital status; political affiliation; and protected genetic information is unlawful and is prohibited. In addition, harassment based on other conduct that is threatening, intimidating and/or bullying is also harmful to our workplace environment and will not be tolerated.

Harassment of any kind should be reported immediately by the affected individual to a first-line supervisor. If the first-line supervisor is the alleged harasser, the harassment should be reported to a second-line supervisor in her or his chain of command, a higher-level supervisor or an agency human-resource official. The agency will conduct a prompt, thorough and impartial inquiry into the allegation of harassment in accordance with the procedures contained in the order.

It should be noted that, irrespective of whether an allegation of harassment is raised under this order, EPA employees or applicants for employment may use the EEO employment discrimination complaint process provided under 29 CFR Part 1614 to file a complaint of harassment based on race; color; religion; sex, including pregnancy, sex stereotyping, gender identity or gender expression; national origin; and/or retaliation based on previous EEO activity. To invoke that process, EPA employees and applicants must contact an EEO counselor within 45 days of an alleged incident of harassment. Should you have any questions related to the EEO complaint process, please contact the EPA Office of Civil Rights at (202) 564-7272.

EPA Order 4711 - Procedure for Addressing Allegations of Workplace Harassment can be found on the Agency Directives System at http://intranet.epa.gov/ohr/rmpolicy/ads/transorders.htm. For questions about this order, please contact the EPA Office of Human Resources at (202) 564-4606. Additional resources are available by visiting the intranet at www.epa.gov/ocr.

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