

F ood & N utrition S ervice	F N S N O T I C E	NUMBER
	U.S. DEPARTMENT OF AGRICULTURE 3101 PARK CENTER DRIVE ALEXANDRIA, VA 22302-1500	2013-4

INFORMATION FOR: All FNS and CNPP Employees

FNS and CNPP Harassment Policy

This Notice prescribes the policy on the prevention of harassment for the Food and Nutrition Service (FNS) and the Center for Nutrition Policy and Promotion (CNPP). It also adopts the Equal Employment Opportunity Commission's (EEOC) Guidelines and the Department's policy on preventing harassment in the workplace.

1. This policy is established consistent with Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and the Civil Rights Act of 1991;
2. USDA Departmental Personnel Manual Chapter 751, Appendix A; and
3. USDA Regulations on Employee Responsibilities and Conduct.

FNS and CNPP are committed to managing their agencies in a manner that promotes Equal Employment Opportunity (EEO) for every employee. This includes maintaining a work environment where harassment in any form (sexual or non sexual) is not tolerated.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, national origin, age, disability, sexual orientation, or other protected group status. Harassing conduct that affects a tangible employment action¹ that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment will not be tolerated.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Sexual harassment in the workplace is a form of sex discrimination. It is illegal and decreases the productivity and efficiency of the agencies. It is unacceptable behavior that will not be tolerated in any form or at any level. Any employee who engages in sexually harassing activity will be subject to

¹ A tangible employment action includes: hiring and firing; promotion and failure to promote; demotion and undesirable reassignments; a decision causing a significant change in benefits; compensations decisions; and work assignments.

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disciplinary action. Discipline may include suspension, demotion and/or removal from service.

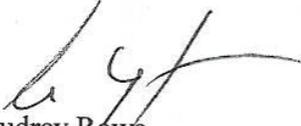
All employees are personally responsible for their own behavior and for reporting violations of this policy to their supervisor or manager.

It is also unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex or for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or litigation under Title VII.

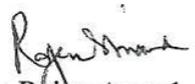
Employees who believe they have been harassed or have observed incidents of harassment should seek advice or counsel from their supervisor or Human Resources or Civil Rights staff.

We ask each of you to join us by giving your full participation and support in making our workplace free of all forms of harassment.

For more information or training on preventing harassment, contact the Civil Rights Division at 703-305-2195.



Audrey Rowe
Administrator
FNS



Dr. Rajen Anand
Executive Director
CNPP