

January 2021

**MEMORANDUM FOR ALL U.S. COMMISSION ON CIVIL RIGHTS EMPLOYEES**

**FROM:** Mauro Morales *Mauro Morales*  
Staff Director

**SUBJECT:** Policy Statement on Anti-Harassment

The United States Commission on Civil Rights (Commission) is committed to providing a work environment that is free from harassment and to taking the necessary steps to prevent any form of harassment in the workplace. Therefore, it is the Commission's policy to take immediate and appropriate action when the Agency is made aware of allegations of harassment or determines that harassment has occurred. The policy applies to all employees in their working relationships and to harassment by anyone in the workplace, including harassment by coworkers, supervisors, or nonemployees.

Under this policy, harassing conduct is defined as any unwelcome **verbal or physical conduct**, based on an individual's race, color, religion, sex (sexual orientation, gender identity, pregnancy), national origin, age, disability, parental status, genetic information or genetic identity, when the conduct either (1) can reasonably be considered to adversely affect the work environment; or (2) results in an employment decision affecting the employee and is based upon the employee's acceptance or rejection of such conduct. Some examples of the first category of harassing conduct include: Use of electronic media to harass employees based on a protected status; oral or written abuse and/or threats that may include teasing, jokes, insults, gestures, epithets, or remarks based on sex, race, age of 40 or over, disability, religion, national origin, color, or retaliation; or subjecting another employee to unwelcome sexual advances or touching. Some examples of the second category of harassing conduct include when a supervisor coerces an employee into an unwelcome sexual relationship and then rewards the employee, or when a supervisor takes disciplinary action or denies a promotion to an employee because he or she rejected sexual advances from the supervisor.

Any employee who believes that he or she has been the subject of, or has witnessed an incident of harassing conduct should report the matter promptly to one's supervisor (if appropriate), or to the Human Resources Division and/or Director of the Equal Employment Opportunity Programs Office. All Commission employees and applicants should express harassment complaints without fear of retaliation. All reports of harassment will be kept confidential to the fullest extent possible without impeding an investigation into the allegations. All Investigations will be thorough and impartial.

Investigations will be conducted with 10 calendar days of receiving notice of a harassment allegation. The agency will reach a decision and, if necessary, take corrective action within 60 calendar days of receiving notice of the allegation.

All supervisors and managers must act promptly to investigate and resolve reports of harassing conduct. If harassing conduct is found to have occurred, the manager or supervisor must take appropriate corrective and disciplinary action, up to and including removal, against all persons who have been found to have engaged in that conduct.