



United States Department of Agriculture
Farm Production and Conservation
Risk Management Agency

RISK MANAGEMENT AGENCY ANTI-HARASSMENT POLICY STATEMENT

All employees of the Risk Management Agency (RMA) must maintain a work environment free of harassment in all its programs based on race, color, sex, gender identity, age, religion, national origin, disability, reprisal, protected genetic information, sexual orientation, marital and familial or parental status, political affiliation, or receipt of public assistance. (Not all prohibited bases will apply to all programs and/or employment activities.) It is our policy at RMA to simply understand that there will be *zero tolerance* for any form of harassment or discrimination. This standard is applicable to every RMA employee.

Harassment is defined as unwanted verbal, written or physical conduct or behavior directed at an individual on the basis of a characteristic that is protected by law. The conduct or behavior may be offensive, intimidating and/or degrading towards a person's protected status with the purpose or effect of creating an intimidating or hostile work environment and must negatively affect the person's working conditions, work performance or terms of employment.

Verbal or physical harassment includes, but is not limited to, the use of slurs, epithets, intimidation, threats, or other hostile acts towards a person because of their protected status. Written harassment includes, but is not limited to, placement or circulation of written or graphic material (i.e., email, memoranda, flyers and posters) on walls, bulletin boards or other workplace sites that is offensive or hostile toward a person's protected status.

Bullying is also a form of harassment and can create a hostile work environment over a period of time. Unwarranted and/or unsupported criticism of an employee's work performance, aggressive behavior or shouting, or manipulation of an employee's reputation through gossip, physical attack or threatening gestures are a few examples of bullying.

All RMA managers and supervisors are responsible for enforcing this policy and are expected to take immediate, appropriate and corrective action to stop any harassing behavior. Managers and supervisors should consult with human resources personnel and refer to the United States Department of Agriculture (USDA) Guide for Disciplinary Penalties (DPM-715) when initiating action to enforce this policy. Managers and supervisors who tolerate or are aware of any form of harassment and fails to promptly take immediate, appropriate and corrective action will be held accountable and will be subject to disciplinary action, up to and including termination. Any employee who believes he or she has been subjected to harassment or has witnessed harassment should, within **45 calendar days** of the alleged incident, report the incident to a supervisor or manager. If immediate, appropriate and corrective action is not taken, the employee must contact RMA's EEO Counselor or Civil Rights Director to report the alleged harassment.

/s/ Heather Manzano
Heather Manzano
Acting Administrator

March 30, 2018
Date