



UNITED STATES INTERNATIONAL TRADE COMMISSION

WASHINGTON, DC 20436

JULY 17, 2018

MEMORANDUM TO ALL U.S. INTERNATIONAL TRADE COMMISSION EMPLOYEES

FROM: The Chairman

SUBJECT: Anti-Harassment Policy

The U.S. International Trade Commission is devoted to the prevention of harassment in any form. My goal is to promote a work environment that reflects the Commission's commitment to excellence and respect for all individuals. All supervisors and managers are responsible for preventing and promptly correcting any harassment in the workplace before it rises to the level of a violation of federal law. Harassment in any form (as stated below) is prohibited and will not be tolerated.

Harassment (Non-Sexual):

Prohibited and unlawful harassment is any harassment based on protected classes including race, sex, age, color, religion, national origin, disability, parental status, sexual orientation, protected genetic information, and any activity protected under the anti-discrimination statute. Harassment occurs when there is unwelcome conduct that: substantially interferes with an employee's job performance, benefits, or opportunities; or creates an intimidating work environment.

Examples include:

- Making negative comments about an employee's personal religious beliefs, or trying to convert them to a certain religious ideology;
- Using racist slang, phrases, or nicknames;
- Making remarks about an individual's skin color or other ethnic traits;

between the harasser and the victim may involve sexual harassment. For example, if the victim agrees to sexual behavior out of fear of retaliation, the conduct of the other party may still constitute sexual harassment despite the victim's consent. The focus is on whether the conduct was unwelcome, not consensual.

Managers and supervisors must set the tone for a positive and professional work climate, and must take immediate action on observed or reported incidents. It is important that employees conduct themselves in an appropriate manner, and monitor their personal behavior regarding their words and actions. All employees are accountable for their conduct in the workplace.

Employees who feel they are victims of harassment are encouraged to report the incident immediately, without fear of reprisal, to a supervisor, management official, the Office of Human Resources and/or the Office of Equal Employment Opportunity (EEO). The individual must contact the EEO within 45 days of the last harassing incident. All claims of harassment will be investigated promptly and thoroughly, and where allegations are substantiated, appropriate action will be taken.


DAVID S. JOHANSON
Chairman