

As an executive Department whose decisions affect all American workers, the Department of Labor must serve as an example by creating a workplace free from harassing conduct. Workplace harassment adversely affects the work environment by undermining productivity and professionalism, insults the dignity of workers, and may, depending on the extent and severity of the misconduct, violate civil rights laws. It is the Department's policy to prohibit harassment in the workplace. All employees must refrain from engaging in harassing conduct.

To better prevent and address harassing conduct, the Department has adopted more explicit procedures for reporting, investigating, and resolving allegations of harassing conduct. This statement sets forth the Department's policy on workplace harassment and describes the steps that employees should take to report harassing conduct. The Department's procedures for investigating and responding to complaints of harassing conduct will be distributed to all Department offices and can be found on the LaborNet.

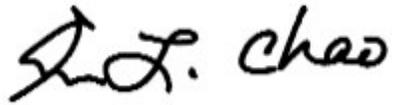
For the purposes of this policy, harassing conduct is defined as any unwelcome conduct, **verbal or physical**, based on **any characteristic protected by law** when the conduct either: (1) can reasonably be considered to adversely affect the work environment; or (2) results in an employment decision 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: displaying sexually or racially demeaning pictures; making jokes or remarks that are sexually or racially demeaning or are offensive to disabled or older employees or those of a different national origin; 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 with a promotion, or when a supervisor takes disciplinary action or denies a promotion to an employee because he or she rejected sexual advances from the supervisor.

To prevent incidents of harassing conduct it is important that the Department be aware of them. **Any employee who believes that he or she has been the subject of an incident of harassing conduct should report the matter promptly to either a person in his or her supervisory chain or to his or her Agency EEO Manager. In addition, in the Regional Offices, reports of harassment may be filed with the Regional Administrator, OASAM.**

There are protections for employees who file a report of harassing conduct. The Department will not tolerate retaliation against an employee for making a good-faith report of harassing conduct or for assisting in any inquiry regarding such a report. All information provided to Departmental officials will be maintained on a confidential basis to the greatest extent possible.

Supervisors and managers will act promptly to investigate and resolve reports of harassing conduct. If appropriate, interim relief will be provided to alleged victims of harassing conduct in order to ensure that further misconduct does not occur. If harassing conduct is found to have occurred, the supervisor will take appropriate corrective and disciplinary action, up to and including removal, against personnel who have engaged in harassing conduct. Disciplinary action will also be taken against supervisors who have not carried out their responsibilities under this policy.

This policy is separate and apart from any collective bargaining agreement or statutory complaint process covering harassment.

A handwritten signature in black ink that reads "E.L. Chao". The signature is written in a cursive, flowing style.

Elaine L. Chao
Secretary of Labor
July 2008