

SUBJECT: Anti-Harassment Policy Statement and Procedures

The National Endowment for the Humanities (NEH's) Anti-Harassment Policy Statement reaffirms our commitment to prohibiting sexual and other forms of discriminatory harassment in the workplace. Each employee, applicant, and contractor, as well as anyone doing business with the NEH, is entitled to be treated with dignity and respect and has the right to work in an environment that is free of harassment. Therefore, NEH has implemented a zero-tolerance policy for discrimination and harassment on the basis of race, color, age, national origin, sex (including transgender status, gender identity, sexual orientation, and pregnancy), religion, disability, genetic information, marital status, political affiliation, or status as a parent, or as reprisal for prior Equal Employment Opportunity (EEO) activity. Violations of the law prohibiting discrimination and harassment, or violations of this policy, may result in disciplinary action, up to and including termination.

Harassment is any unwelcome, hostile, or offensive conduct based on race, color, age, national origin, sex (including transgender status, gender identity, sexual orientation, and pregnancy), religion, disability, genetic information, marital status, political affiliation, or status as a parent, or as reprisal (for prior EEO activity), that interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

Sexual Harassment is a form of employee misconduct which undermines the integrity of the employment relationship and work environment. Sexual harassment is also a prohibited personnel practice when it results in the taking or refusal to take a personnel action (e.g., promotion, detail, performance evaluation). Specifically, sexual harassment is defined as deliberate or repeated unsolicited verbal or written comments, gestures, or physical contact of a sexual nature which are unwelcome.

Both supervisors and employees bear responsibility for maintaining a work environment free from discrimination and harassment. An employee who believes that he or she has been subjected to harassing conduct can report the matter to his or her immediate supervisor (or second-line supervisor in the event the first-line supervisor is the alleged harasser). When an employee chooses to report the alleged incident of harassment to his or her manager or supervisor within his or her chain of command, and the alleged harasser's chain of command, the manager or supervisor who becomes aware of the allegation is required to address the allegation in a prompt and impartial manner, ensure that the allegation is kept confidential to the greatest extent possible, and take appropriate steps to prevent the involved employees and witnesses from being subjected to retaliation. An allegation of harassment may be made orally or in writing and should contain the name of the alleged harasser, the relevant facts, the date of the incident, and the names of any witnesses.

It should be noted that, irrespective of whether an allegation of harassment is raised under this order, NEH employees or applicants for employment may use the EEO employment discrimination complaint process provided under 29 CFR Part 1614 to file a complaint of harassment based on race; color; religion; sex, including pregnancy, sex stereotyping, gender identity or gender expression; national origin; and/or retaliation based on previous EEO

activity.

NEH Employees and applicants who believe that they have been violated under the anti-harassment policy must contact the EEO Office within (45) business days of the incident by calling 202-606-8495, or contacting the Office of Human Resources, Deputy Director at 202-606-8415.

Should you have any questions related to the EEO complaint process, please contact the EEO Director, 202-606-8495.