

## Enclosure

### Anti-Harassment in the Workplace Policy Statement

The Forest Service is an Agency that is proud of its employees, accomplishments, and the services it provides to the American people. As the Forest Service conducts the essential business of caring for the land and serving people, we are continually dedicated to ensuring that all employees, contractors, customers, and partners work and interact in an environment that has zero tolerance of any forms of harassment, to include sexual harassment. The Forest Service is committed to ensuring that our employees' workplace is free from harassment and discrimination. All Forest Service employees, contractors, customers, and partners are responsible to adhere to the anti-discrimination policy that has been implemented and enforced by the Forest Service and USDA.

Each Forest Service employee and individual that interacts with us should understand that workplace harassment is unwelcome and offensive treatment or conduct (whether verbal, physical, psychological or visual) that denigrates or shows hostility or aversion towards an individual. Offensive treatment includes, but is not limited to, bullying, offensive jokes, slurs, epithets, name-calling, physical assault or threats, intimidation, insults, ridicule, mockery, interference with an individual's work performance, and the display of offensive objects or pictures, written or verbal comments or graphic materials that are offensive. Furthermore, sexual harassment is any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature.

The Forest Service will hold employees, with emphasis on managers and supervisors, accountable to maintaining a workplace that is free of all forms of harassment. All managers and supervisors will monitor the workplace to ensure harassment is prohibited by Forest Service employees, contractors, customers, and partners. When managers and supervisor are made aware of any forms of harassment they are required to take immediate action to ensure safety, investigate the matter, and hold wrongdoers accountable.

As the Chief of the Forest Service, I pledge that all reported incidents of harassment will be fairly and promptly investigated in an expeditious manner. I further encourage any employee that feels s/he has been harassed to immediately report the incident to any manager or supervisor, or the Human Resources or Civil Rights Office. All reports of harassment will remain confidential to the fullest extent allowed by law. Let me reiterate that reporting and preventing harassment is everyone's responsibility, to include those that observe such acts of harassment. Let's continue to build on the Forest Service most important asset, our exceptional employees.