

REPORTING HARASSMENT AT USAID

INCIDENT
Something uncomfortable about the workplace.

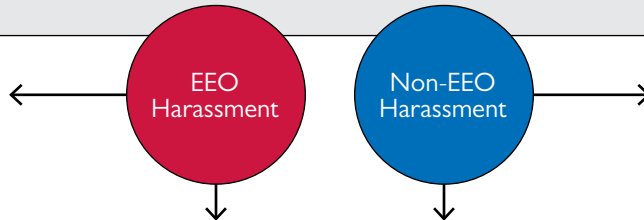
EEO HARASSMENT V. NON-EEO HARASSMENT
EEO harassment is workplace behavior that violates EEO law and Agency EEO policy. It is unwelcome conduct that is so pervasive or severe that it creates a hostile or offensive work environment or results in a negative employment action. The behavior must also be related to race, color, religion, sex (including pregnancy, gender identity and expression), sexual orientation, national origin, age, disability, genetic information, marital status, parental status, veteran status, political affiliation or reprisal for engaging in protected activity. Non-EEO harassment is inappropriate behavior that violates USAID policy and that is outside the scope of EEO law or falls short of an EEO violation.

EXAMPLES OF EEO HARASSMENT

Offering an employment benefit in exchange for a date or sexual favor. Sexual touching, sharing sexually-oriented material, physical assaults, yelling racial slurs. Frequent compliments that are unwelcome, repeated casual touching, repeated unwanted date requests, nonstop offensive jokes, constant bullying, daily threats, never ending insults.

EXAMPLES OF NON-EEO HARASSMENT

The conduct, though offensive, is unrelated to EEO bases and can include isolated or infrequent behavior, such as occasional unwelcome compliments, questionable jokes, limited bullying, nonviolent threats, insults, etc.



Report to OCRD at ocrdharassment@usaid.gov
Mandatory Reporting: Managers, supervisors, and other management officials (e.g., AMS officers, EXOs, etc.) must immediately (or within 24 hours) report suspected EEO harassment. Though not required, all other employees are encouraged to report knowledge of harassment as well.
Voluntary Reporting: Aggrieved employees may choose to go through the EEO process (must be reported to OCRD w/in 45 days to pursue an EEO claim).

Report to HCTM at hctm.elr@usaid.gov
Employees should report non-EEO harassment to Human Capital and Talent Management/Employee and Labor Relations (HCTM/ELR) and/or their union or contracting company if applicable.

Anti-Harassment Process

- OCRD facilitates the EEO process for an aggrieved employee.
- OCRD gathers evidence, enters findings, and recommends Agency actions.
- OCRD determines if a violation of EEO law or Agency policy has occurred, and HCTM/ELR remedies the violation.
- For information on the EEO complaints process, contact OCRD at ocrdmailbox@usaid.gov.

Process

- ELR requests and receives documentation from employees (emails, voicemails, witness statements, etc.).
- ELR conducts an investigation.
- ELR determines if non-EEO harassment has occurred and recommends actions to appropriate management official.

Disciplinary or Contract Action
Disciplinary action will be considered whenever harassment occurs—whether EEO or non-EEO—to hold harassers accountable and to prevent future incidents. Management officials evaluate each situation and consider the USAID Table of Offenses and Penalties in determining the appropriate penalty.

OCRD is a neutral arbiter and is not part of Agency management. OCRD can be contacted at 202-712-1110 or at ocrdmailbox@usaid.gov.

USAID's Staff Care works to ensure the well-being and work-life balance of the total USAID work force.

All employees can contact Staff Care about any workplace challenges at 877-988-7243 or support@usaidstaffcarecenter.net. Services are available 24 hours a day/seven days a week via telephone, online or in person.