



United States  
Department of  
Agriculture

Forest  
Service

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Region

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**File Code:** 1700  
**Route To:** (6100)

**Date:** March 27, 2013

**Subject:** R5 Prevention of Sexual Harassment Policy

**To:** All Region 5 Employees

Region 5 implemented a zero tolerance policy on the prevention of sexual harassment to ensure all employees are treated fairly, equitably, and with dignity and respect. Furthermore, no form of sexual harassment or retaliation toward any employee for reporting harassment, or assisting in an investigation of a claim will be tolerated or condoned. Sexual harassment is an offensive working condition, which undermines the integrity of the organization, debilitates morale, and interferes with work productivity. Therefore, all employees and managers shall receive annual mandatory prevention of sexual harassment training.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. It is defined as, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such (sexually harassing) conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Employees or supervisors who are found to have engaged in, or who failed to take prompt and appropriate action to address sexual harassment or inappropriate conduct of a sexual nature shall be required to attend Specialized One-On-One Prevention of Sexual Harassment training. Managers and supervisors must report all allegations of sexual harassment and/or reprisal in accordance with the Region's 24-hour reporting requirement.

An employee who believes he or she has been discriminated against or subjected to sexual harassment has the right to pursue the matter through the Equal Employment Opportunity complaint process by contacting the Employee Complaints Program at the number in the enclosure within 45 calendar days of the alleged occurrence.

This policy protects and applies to every employee (permanent, detailed, temporary, seasonal, and Pathways Student Program), volunteer and contractor at all R5 work locations. I expect every employee to demonstrate responsible, professional behavior in the workplace consistent with this policy. Failure to do so may result in disciplinary action.

*/s/ Randy Moore*  
RANDY MOORE  
Regional Forester

Enclosure

cc: Ricky Balolong, Barry McDonald, Stephen Deep, Lois Lawson



## Region 5 Prevention of Sexual Harassment “What You Should Know”



The employees of Region 5 are its most valuable asset, and as Forest Service employees, we are responsible for creating and maintaining a positive work environment. Leadership of R5 is firmly committed to promoting and maintaining an inclusive workplace that is free from harassment.

Examples of behavior that may be sexual harassment include but are not limited to:

Touching, grabbing, lewd gestures, jokes with sexual connotation, computer screen savers, emails, text messages or photographs of a sexual nature, and any behavior with sexual overtones which is intimidating or offensive to the recipient, or to one who observes such behavior.

Inappropriate conduct of a sexual nature is also unacceptable. Such conduct may consist of an isolated incident of behavior with a sexual connotation or may include but is not limited to:

Ridicule or teasing regarding an employee’s gender identity, gender expression, or sexual orientation; or repeated unwelcomed flirtations, repeated unwelcomed requests for dates, repeated suggestive comments about or references to someone’s anatomy.

Disciplinary action(s) will be taken against any employee engaging in sexual harassment or inappropriate conduct of a sexual nature and any manager or supervisor failing to take prompt and appropriate corrective action to address reports or knowledge of sexual harassment, in accordance with the United States Department of Agriculture Forest Service regulation. Retaliation and/or reprisal by employees or management against employees who report allegations of sexual harassment, or who are the alleged victims of sexual harassment, will not be tolerated.

Individuals who believe they are being harassed or retaliated against or have witnessed sexual harassment should report the alleged harassment immediately to their first line supervisor or may contact the following individuals:

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| ● Unit Forest Civil Rights Officer (FCRO) |                      |
| ● Regional Office Civil Rights staff      | (707) 562-8674       |
| ● Human Capital Management staff          | (707) 562-8736       |
| ● Employment Complaints Program           | (ECP) (404) 347-1908 |
| ● Sexual Harassment Hotline               | (707) 562-9228       |