



United States Department of Agriculture

Research, Education and Economics
Agricultural Research Service

March 21, 2011

SUBJECT: 2011 PWA Anti-Harassment Policy Statement

TO: All PWA Employees

FROM: Andrew C. Hammond
Area Director

A handwritten signature in blue ink, appearing to read "Andrew C. Hammond", written over the printed name and title.

With the issuance of Dr. Knipling's 2011 Anti-Harassment Policy Statement, I want to take this opportunity to re-affirm my personal commitment to promoting and creating a work environment that is free from harassment and to addressing and resolving incidents of harassment at the lowest possible level.

Harassment is any unwelcome verbal or physical conduct that degrades or shows hostility or aversion towards an individual on the basis of their race, color, religion, national origin, sex, age, mental or physical disability, genetic information, sexual orientation, or marital or parental status. Retaliation against an employee for filing an EEO complaint or participating in the EEO process is also prohibited.

Supervisors, co-workers, or non-employees can be guilty of harassing behavior. Examples of unwelcome conduct include, but are not limited to, sexual advances, abusive words or phrases, slurs or negative stereotyping, jokes, innuendos, threatening, intimidating or hostile acts, offensive gestures, pictures, or slang expressions.

Employees should immediately address and resolve incidents of harassment without the fear of retaliation or reprisal.

Supervisors and managers must act promptly and effectively to correct any harassment that does occur. Any supervisor or manager who has knowledge of such behavior but takes no action to end it will be subject to disciplinary action.

Any employee in the Pacific West Area in need of assistance regarding a harassment issue should contact the ARS Office of Outreach, Diversity, and Equal Opportunity at 1-800-340-4289 or 202-720-3410 within 45 days of an alleged incident.

Harassment will not be tolerated. All employees of the PWA must have the opportunity to perform at their fullest potential. We must all do our part to create and maintain a respectful work environment that is free of all forms of harassing conduct and inappropriate behavior, where the unique qualities and characteristics we each bring to the workplace are valued.



Pacific West Area - Office of the Director

800 Buchanan Street • Albany, CA 94710-1105

Voice: 510.559.6060 • Fax: 510.559.5779 • E-mail: Andrew.Hammond@ars.usda.gov

An Equal Opportunity Employer