

Anti-Harassment Policy Statement and Procedures

The U.S. Election Assistance Commission (EAC's) Anti-Harassment Policy Statement reaffirms our commitment to prohibiting sexual and other forms of discriminatory harassment in the workplace. Each employee, manager, executive, commissioner, contractor, vendor, applicant, as well as anyone doing business with the EAC, is entitled to be treated with dignity and respect and has the right to work in an environment that is free of harassment. Therefore, EAC has implemented a zero-tolerance policy for discrimination and harassment on the basis of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), genetic information, sexual orientation, national origin, age (40 or older), disability (mental or physical), marital status, political affiliation, parental status, retaliation or non-job-related conduct. Violations of the law prohibiting discrimination and harassment, or violations of this policy, may result in disciplinary action, up to and including termination.

Harassment

Harassment is any unwelcome, hostile, or offensive conduct based on race, color, religion, sex (including pregnancy, sexual orientation or gender identity), genetic information, sexual orientation, national origin, age (40 or older), disability (mental or physical), marital status, political affiliation, parental status, retaliation or non-job-related conduct, that interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment.

Harassment undermines the integrity of employment relationship and interferes with work productivity. Harassing conduct includes, but is not limited to: bullying, slurs, derogatory or disrespectful remarks, spreading rumors, swearing, jokes, obscenities, incessant teasing, expressing or insinuating threats, threatened assault, hitting, punching, other unwanted touching, and malicious or insulting gestures.

EAC has appropriate measures to prevent harassment (sexual or non-sexual) in the workplace and to correct harassing behavior before it becomes severe or pervasive. Harassing behavior by an EAC employee does not need to rise to the level of unlawful harassment in order for it to constitute misconduct. Violations of policy may result in administrative or disciplinary actions against offenders.

Sexual Harassment

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or
- Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- Such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive environment.

Retaliation

In addition, EAC prohibits any retaliation against an employee who reports a concern about workplace harassment, other inappropriate behavior or assist in any inquiry about such report.

Reporting

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), EAC's EEO Official or human resources. 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 (generally within 48 hours), 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.

Time frames and Contacts for Filing an EEO Complaint

Employees who wish to file an EEO complaint alleging discrimination and/or harassment, should file a complaint within **45 calendar days** of the date of incident(s) to the Equal Employment Opportunity Official, Robin Sargent, 301-960-1887, or email, rsargent@eac.gov.