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Agriculture

Forest  
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Region

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

**Date:** September 16, 2009

**Subject:** Region 5's Anti- Harassment Policy

**To:** All Region 5 Employees

Region 5 is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an environment that is free of discriminatory practices and behavior, including harassment.

It is the policy of Region 5 to maintain an environment free of harassment; and also prohibits discriminatory practices which adversely affects employment opportunities on the basis of race, color, national origin, religion, sex (sexual or non-sexual), age, disability, marital status, sexual orientation, and veteran status or any other unlawful criterion or circumstance. Region 5 disallows and will not tolerate any such harassment or discrimination.

Harassment is verbal or physical conduct that degrades or shows hostility or dislike toward an individual has the purpose or effect of creating an intimidating, hostile, or offensive work environment, unreasonably interferes with work performance, or otherwise adversely affects employment opportunities. Harassing conduct includes, but is not limited to, offensive jokes, epithets or name calling; slurs; negative stereotyping; threatening, physical assaults, intimidating, put-downs, or hostile acts; written or verbal comments; or graphic material to degrade or show hostility or dislike toward an individual or group.

This policy protects and applies to every permanent, temporary, seasonal, Student Career Employment Program/Student Temporary Employment Program (SCEP/STEP) employee, volunteer, and employees on details at all work locations in Region 5. This policy prohibits harassment, discrimination and retaliation in the workplace or in connection with work, whether engaged in by fellow employees, by a supervisor or manager or by someone else connected with the Forest Service. Conduct prohibited by this policy is unacceptable in the workplace, such as in the field, on the fire-line, in fire camps, as well as in the office, or in the barracks and in any work-related settings outside the workplace.

Region 5 prohibits retaliation against any individual who in good faith reports discrimination or harassment or participates in any investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to corrective or disciplinary actions.



## All Region 5 Employees

An employee, who believes they are being harassed or retaliated against or have witnessed any types of harassment, should report the alleged harassment immediately to their first line supervisor. Employees may also contact the following individuals:

- Unit Forest Civil Rights Officer (FCRO)
- Regional Office Civil Rights Staff (707) 562-8674
- Misconduct Investigations Program Manager (505) 343-5595
- Employment Complaints Program (ECP) (707) 562-8653
- Regional Alternative Dispute Resolution Program Manager (707) 562-8993
- Sexual Harassment Hotline (707) 562-9228

An employee, who believes he or she has been discriminated against or subjected to any form of harassment, has the right to pursue the matter through the informal EEO complaint process by contacting an Employee Complaints Program Counselor at the number stated above within 45 calendar days of the alleged occurrence.

Prevention is the best tool to eliminate harassment in the workplace. Supervisors and managers are required to take appropriate steps to prevent and correct unlawful harassment. They should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. Emphasis on education and training must continue and must remain a part of our daily operations to ensure that the prevention and elimination of harassment/hostile work environment remain visible and that our work environment is free of this destructive behavior. Therefore, all employees and managers shall receive annual mandatory anti-harassment training.

I expect every employee to demonstrate responsible, professional behavior in the workplace and to treat everyone fairly, equitably, and with dignity and respect.

*/s/ James M. Peña (for)*  
RANDY MOORE  
Regional Forester