



File Code: 1700
Route To:

Date: JUN 22 2015

Subject: Region 5 Directive Policy for Handling Allegations of Sexual Harassment and Reprisal for Sexual Harassment-Related Civil Rights Activity

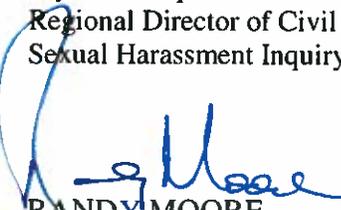
To: Forest Supervisors and Staff Directors

Region 5 is committed to maintaining a work environment that is free from unlawful discrimination, retaliation and has zero tolerance for sexual harassment. The prompt and appropriate handling of allegations of sexual harassment is a high priority in Region 5. For several years, the Region has had a comprehensive, written standard operating procedure that focused specifically on addressing allegations of sexual harassment. In our ongoing effort to continually improve our work environment and provide clear guidance to our workforce, we have modified our standard operating procedures and incorporated them into our newly updated policy, the Region 5 Supplement to Forest Service Manual 1700 – Civil Rights, Chapter 1765. Enclosed is the new policy.

The new policy better outlines the roles, responsibilities, and timeframes for reporting, inquiring/investigating, and taking appropriate action regarding allegations of sexual harassment and related reprisal. It also addresses topics not previously referenced, such as taking interim measures while an allegation is being addressed; responding to alleged conflicts of interest; and reporting allegations during fire and emergency incidents. Additionally, it contains a new step in the process that will ensure more effective, timely communication occurs between management and an employee who raises an allegation.

As leaders, it is our responsibility to provide our employees with a safe environment where they can focus on doing the good work that makes our Region and our Agency great. I am relying upon you to lead by example through your adherence to and enforcement of this policy. It is my expectation that you will familiarize yourself with our new procedures and take the necessary steps to ensure your workforce is held accountable for awareness of and compliance with this policy. An online copy of the new policy can be found on the Regional Civil Rights webpage at <http://fsweb.r5.fs.fed.us/unit/cr/policy/>. Thank you for your ongoing support and assistance in communicating the message that Region 5 leadership takes allegations of sexual harassment seriously.

If you have questions or require technical guidance regarding this procedure, contact Ricky Balolong, Regional Director of Civil Rights, rbalolong@fs.fed.us at (707) 562-8752 or Markette Drone, Regional Sexual Harassment Inquiry Coordinator, at markettedrone@fs.fed.us at (707) 562-8993.



RANDY MOORE

Regional Forester Pacific Southwest Region

Enclosure

cc: Ricky Balolong, Lois Lawson, Markette Drone, Karen Voorwinden, Melanie Ramirez, pdl r5 ro cr, pdl r5 fcros

