



United States  
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**File Code:** 1700

**Date:** May 8, 2014

**Route To:**

**Subject:** Annual Issuance - Region 5 Anti-Harassment Policy (2014)

**To:** All Region 5 Employees

Region 5 is firmly committed to fostering a work environment that provides all employees with a workplace that is inclusive and free of harassment. Harassment is unacceptable and it constitutes unlawful discrimination when it is based on race, color, national origin, religion, sex (including gender identity and gender expression), age, disability, marital status, parental status, protected genetic information, sexual orientation, or veteran status.

Harassment is verbal and/or physical conduct that degrades or shows hostility or dislike towards an individual or group and 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, threats, physical assaults, intimidation, disparaging remarks, hostile acts, written or verbal comments, or graphic material that advocates, degrades, or depicts hostility or dislike toward an individual or group.

This policy applies to all Federal employees in their working relationships with Federal and non-Federal employees, contractors, and members of the public in the workplace or while engaged in activities related to work. Any employee, who believes he or she has been discriminated against or harassed, has the right to pursue the matter through the Equal Employment Opportunity (EEO) complaint process by contacting an Employee Complaints Program Counselor at (404) 347-1908 within 45 calendar days of the alleged occurrence.

Education and prevention are the best tools to eliminate harassment in the workplace. Supervisors and managers are expected to clearly communicate to staff that harassment, in any form, will not be tolerated and appropriate steps will be initiated to prevent and correct such behavior. I expect every employee to display professional behavior in the workplace and to treat everyone with courtesy, dignity, and respect.

*/s/ Randy Moore*  
RANDY MOORE  
Regional Forester

