



Inter-American Foundation

An Independent Agency of the U.S. Government

MEMORANDUM

Date: September 18, 2018

To: All IAF Employees

From: Paloma Adams-Allen, President & CEO

Subject: IAF Policy on Harassment

It is the policy of the Inter-American Foundation (IAF) to provide employees a harassment-free work environment. The IAF prohibits employment related harassment based on sex, race, color, religion, age (over 40), disability, national origin, reprisal, sexual orientation, genetic information, and status as a parent.

Harassment is any unwelcome verbal or physical conduct based on any of the prohibited factors that is so objectively offensive as to alter the victim's terms and conditions of employment.

One form of harassment is sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when "1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." 29 C.F.R. § 1604.11.

The following is a non-exhaustive list of examples of behaviors that may constitute harassment, including sexual harassment:

- Making offensive remarks about looks, clothing, or body parts
- Pressure for dates
- Touching in a way that may make an employee feel uncomfortable
- Telling sexual jokes, hanging sexual posters, etc.
- Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, sexual orientation, genetic information, or status as a parent
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, sexual orientation, genetic information, or status as a parent, and that is placed on walls, bulletin boards, or elsewhere on the IAF premises, equipment, or electronic circulation of such material

The IAF has entered an Inter-Agency Agreement with the U.S. Geological Survey (USGS), Office of Diversity and Equal Opportunity (DEO) for EEO services. Employees should report any harassment immediately to the USGS DEO, their supervisor, or an appropriate management official, who will make

every effort to resolve the issue promptly, effectively, and confidentially. Other possible resources available to the employees for reporting allegations of harassment include the Office of Human Resources and the grievance procedure, negotiated grievance procedure, Office of Special Counsel if a prohibited personnel practice is involved, Merit Systems Protection Board if an appealable adverse action is involved, and the Office of Inspector General.

All actions taken to resolve and address issues of harassment will be confidential and retaliatory action against an employee who raises a claim of harassment will not be tolerated. Any employee found to have participated in harassment of any kind, will be the subject of appropriate administrative or disciplinary action, which may include removal from federal service.

The IAF has an "expedited process" in place to address incidents of sexual and nonsexual harassment. For further information on the EEO process, including the expedited process, please contact a USGS EEO Counselor at (703) 648-7770.