

PREVENTION OF SEXUAL HARASSMENT POLICY

This is the policy of USDA, NRCS, and NRCS in Missouri regarding the prevention and elimination of sexual harassment within the agency. All employees have the right to work in an environment free of unsolicited and unwelcomed sexual overtures.

As State Conservationist, I will neither tolerate nor condone any form of sexual harassment. Sexual harassment is discrimination on the basis of sex and a violation of the law. It is demeaning, unlawful, and unacceptable. Sexual harassment often results in a loss of self-esteem and self-confidence, undermines employee/employer relationships, interferes with productivity, and threatens the mental, emotional, and physical well-being of employees.

The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature - -

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

Managers and supervisors are responsible for preventing and eliminating sexual harassment in the workplace. Once a supervisor or manager becomes aware of sexual harassing behavior and fails to take immediate action to stop such behavior, he/she may be subject to disciplinary action.

An employee who believes that he/she is being sexually harassed, or has witnessed sexual harassment, should report it to either his/her supervisor, a higher level management official, the state administrative officer, the human resources manager, an EEO counselor, or to me.

All employees are expected to contribute to making the workplace free from sexual harassment or other improper behavior. Any employee participating in such improper or illegal behavior is also subject to appropriate disciplinary action. All employees must conduct themselves in a manner that creates an environment conducive to the achievement of the agency's goals.

The workplace includes all locations where our employees conduct agency business. Improper behavior as discussed above which occurs by individuals with whom we do business, but not associated with the agency, should also be reported and acted on by supervisors and managers in a prompt manner.

I am committed to the prevention of sexual harassment. I strongly believe that each of our employees in the state of Missouri will make the same commitment.



ROGER A. HANSEN
State Conservationist