



## U.S. Census Bureau Policy on Prevention of Harassment

The U.S. Census Bureau is committed to providing a workplace free from harassment or hostile work environment. Harassment is unwelcome conduct that is based on the protected characteristic(s) of an employee. Harassment becomes unlawful where (1), enduring the offensive conduct becomes a condition for employment, or (2) the unwelcome conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive, *i.e.*, hostile work environment. Protected characteristics include race, color, religion, national origin, sex (includes pregnancy, sexual orientation, gender identity and expression) pregnancy), age, disability (physical or mental), and genetic information. This policy also prohibits harassment against individuals in retaliation for filing a discrimination complaint, testifying, or participating in any way in an investigation, proceeding, or lawsuit alleging discrimination; or opposing employment practices that they reasonably believe discriminate against individuals. Any Census Bureau employee found to have engaged in such conduct may be subjected to disciplinary action, up to and including removal.

Harassment can be sexual or non-sexual by definition. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when; (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for career or 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 work environment. Sexual harassment also includes offensive comments or behavior directed at a person because of their sex, gender identity, gender expression or any form of stereotype of such.

Every employee has a role in the prevention or elimination of harassment by (1) examining his/her behavior on the job, (2) supporting the Census Bureau's policy on prevention of harassment, (3) notifying his/her supervisor or higher-level manager when there is a concern. Managers and supervisors are held accountable for enforcing standards of appropriate workplace behavior and are expected to follow the guidelines and procedures set forth in the Department of Commerce DAO 202-955 after receiving a report of alleged harassment.

Unlawful harassment adversely affects both mission accomplishment and productivity in the workplace, and it is against the law. Census Headquarters, Regional Office, and National Processing Center (NPC) employees who believe they have been subjected harassment (including sexual harassment) may contact a specialist in the Employee Relations Branch at 301-763-3701, the Employee Assistance Program Manager at 301-763-1681, or the EEO Office at Headquarters, 301-763-2853 or 800-872-6096. NPC employees may opt to contact the EEO Office at NPC at 812-218-3472.

All employees may initiate a discrimination complaint by contacting the Equal Employment Office (EEO) at (301) 763-2853 or 1 (800) 872-6096, or the National Processing Center's EEO Office at (812) 218-3472 within 45 calendar days of the alleged discriminatory action, practice or incident. Employees in a bargaining unit may file a complaint through the negotiated grievance procedures.

Employees who initiate a complaint of Harassment are assured that: (1) a thorough and prompt investigation is conducted, (2) that appropriate corrective measures are taken and (3) their confidentiality will be maintained within the appropriate agencies handling the complaints.

Steven D. Dillingham  
Director

Date