



SUBJECT: Prevention of Workplace Harassment Policy Statement

Enhancing and maintaining a workplace that is conducive to safety and success for all is among my highest priorities. The Smithsonian Institution has a zero tolerance policy with regards to workplace harassment. Unlawful harassment based on race, color, religion, sex (including gender identity, gender stereotyping, pregnancy and sexual orientation), national origin, age, disability, genetic information, parental status, or marital status and retaliation for reporting workplace harassment will not be tolerated.

Workplace harassment is defined as unwanted or unwelcome conduct, whether verbal, written, or physical in nature that a reasonable person would find denigrating or objectionable when:

- Enduring the offensive conduct becomes a condition of continued employment; or
- Such conduct is severe and or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Employees, contractors, and affiliated persons (e.g. interns, research associates, fellows, and volunteers) are responsible for appropriate professional conduct and behavior, and cooperating in the enforcement of this policy. Supervisors and sponsors are responsible for maintaining a work environment free of harassment. Individuals engaging in conduct that violates this policy will be subject to appropriate disciplinary measures up to, and including, removal or disassociation from the Smithsonian.

To achieve the goals of this policy, every supervisor must complete the EEO for Supervisors training and non-supervisory employees must complete Prevention of Workplace Harassment training. Every employee, regardless of the level of responsibility, must complete refresher training every three years.

To prevent and remedy incidents of workplace harassment, the Smithsonian must be made aware of the conduct or behavior. The Smithsonian will protect the privacy of individuals and the confidentiality of information related to allegations of harassment to the extent possible. Information will be provided only to those who have a need to know in order to carry out their responsibilities. Disciplinary action and other appropriate measures may be taken against complainants if a false claim of harassment has been proven.

Reported workplace harassment will be addressed immediately. Individuals who believe they are being harassed on the job are encouraged to:

- Tell the harasser (orally or in writing) to stop, keep a record of the events, report the behavior to a supervisor or manager, and cooperate in the inquiry; or
- Immediately discuss the issue with someone in their supervisory chain to determine the course of action.

Individuals who do not feel comfortable discussing the issue within their immediate chain of supervision are encouraged to contact the Anti-Harassment Hotline at (202) 633-6620, the Office of Equal Employment and Minority Affairs (OEEMA), the Employee Assistance Program (EAP), the Ombuds, or the union.

The Smithsonian Tropical Research Institute (STRI) has a separate complaint process available on Prism at <http://prism2.si.edu/SIOrganization/OEEMA/Pages/STRICP.aspx> for their employees and applicants who are outside of the U.S. and are not US citizens. This policy is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the Smithsonian Institution, its officers, employees, or agents, or any other person.

Additional guidance is available in Smithsonian Directive 214. Related questions or requests for services and information should be directed to the Office of Equal Employment and Minority Affairs, 600 Maryland Avenue, S.W. (MRC 521), Washington, DC 20013-7012; (202) 633-6430.

The Smithsonian is committed to being a welcoming, inclusive, and safe place for all. We will never waver from that commitment. As an Institution, we have a noble mission and lofty goals, but we can achieve them only through the efforts of individuals. Therefore, I ask each of you for your personal support and commitment to upholding a positive and inclusive work environment where all employees are free to perform at their highest capacity for the betterment of our mission. Thank you in advance for continuing to make the Smithsonian an exemplary workplace.



David Skorton
Secretary

DISTRIBUTION: All Employees