



August 8, 2024

MEMORANDUM FOR ALL FRTIB EMPLOYEES

FROM: RAVINDRA DEO  
EXECUTIVE DIRECTOR

SUBJECT: Director's Anti-Harassment Statement

Agency employees must uphold the highest standards of integrity and professionalism where each person is treated with dignity and respect and can thrive in an environment that is free from discrimination, harassment, or retaliation for reporting issues of concern. Harassment of any kind is unacceptable and will not be tolerated in the workplace. Therefore, it is FRTIB policy to strictly prohibit harassment, as well as inappropriate or unwelcomed behavior that, if left unchecked, could become severe or pervasive as to constitute harassment.

Prohibited harassment includes, but is not limited to, unwelcome conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive, or hostile environment as a result of the individual's race, color, ethnicity, national origin, religion, sex, sexual orientation or gender identity, physical or mental disability, genetic information, pregnancy, age, or retaliation against prior EEO activity, that results in tangible employment actions or is severe or pervasive enough to constitute a hostile work environment. The Agency, therefore, will not tolerate harassment or any other form of unlawful discrimination. Retaliation against any employee<sup>1</sup> for reporting such matters or for assisting in any inquiry about such a report is also prohibited. Unwelcome conduct prohibited by this policy can manifest in many ways, such as verbally (e.g., name-calling, sarcastic remarks, snickering, mocking); in writing (e.g., pictures, cartoons, words, or jokes reduced to paper or sent electronically); or demonstrative (e.g., gestures that mock a person's national origin, gender race, age, religion, or disability). The victim is not only the person harassed but can be anyone in the workplace who is affected by the offensive conduct. Do not participate in or allow any form of workplace harassment to occur overtly or covertly. It is the responsibility of each of us to monitor our personal conduct to ensure we avoid creating offense to others to the extent possible, and the responsibility of each manager and supervisor to promptly and effectively address inappropriate or harassing conduct and to discourage its repetition.

An employee who is being harassed should communicate to the other person that the conduct is unwelcome and must stop immediately. However, such communication is not a prerequisite to seeking assistance from others. Employees may report harassment to their immediate supervisor, a manager outside of their chain-of-command, or the Human

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<sup>1</sup> FRTIB anti-harassment policy and procedures only cover Federal civil servants. FRTIB does not have the authority to address issues between contractor employees pertaining to harassment. However, it is expected that all contractors conducting work on FRTIB premises will refrain from engaging in harassing conduct. For allegations of harassment involving a contractor employee, FRTIB supervisors should immediately contact the appropriate Contracting Officer.

Resources Division. They should also contact the Agency EEO Program Manager, 202-864-8536, or EEO Counselor, 855-410-5904 (toll free) for further guidance if they believe the harassment is based on race, color, ethnicity, religion, national origin, sex, sexual orientation or gender identity, age, disability, genetic information, or reprisal for speaking out against discriminatory practices. Reports of harassment and retaliation will be treated seriously, investigated impartially, and treated confidentially to the greatest extent possible.

Employees have the right to work in a harassment-free workplace and the right to raise allegations of harassment or discrimination without fear of retaliation for reporting this information or assisting in an EEO-related investigation. Employees have a right to expect prompt response to reported incidents of harassment and to know that management will take immediate and appropriate corrective action to stop the harassment and prevent its recurrence. Therefore, investigations of harassment allegations will begin within 10 business days of their receipt. FRTIB will complete its investigation of the allegations within 60-90 business days, depending on the complexity of the allegations, availability of witnesses and other relevant circumstances. If corrective action is warranted based on the outcome of the investigation, FRTIB will implement such action as soon as reasonably practicable under the circumstances.

I expect and rely on every employee to reflect a high standard of professional behavior at all times; each of us is responsible for treating others with dignity and respect befitting the value we place on diversity, and for contributing to a workplace free from unlawful harassment.