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## ANTI-HARASSMENT POLICY AND PROCEDURES

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1. Policy	8. Conducting the Harassment Inquiry
2. Purpose	9. Preparing the Report of Inquiry
3. Relationship to Other Processes	10. Corrective Action
4. Definitions	11. Prohibition Against Retaliation
5. Responsibilities	12. Maintaining Confidentiality
6. Reporting Harassment or Hostile or Abusive Conduct	13. Conflicts of Position or Interest
7. Responding to Harassment Allegations	14. Records and Reports

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### 1. Policy

The Federal Communications Commission's (FCC) policy is to maintain a work environment free from unlawful harassment. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Per the Equal Employment Opportunity Commission (EEOC), "harassment" includes, but is not limited to, unwelcome intimidation, insult, comments or offensive physical conduct based on race, color, religion, sex (including pregnancy, sexual stereotyping, gender identity or sexual orientation), national origin, age, disability, retaliation, or genetic information, marital status, parental status, or political affiliation. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. The FCC's Anti-Harassment Policy and Procedures outlines the responsibilities for compliance and establishes procedures for ensuring that appropriate FCC officials are notified of harassment in the workplace and have the opportunity to prevent and correct such conduct before it rises to the level of illegality. The FCC cannot address harassment if the conduct is not known. Therefore, when an employee unreasonably fails to take advantage of this policy or refuses to follow its procedures, the FCC has the right to raise such failure as a defense against a complaint of harassment.

This policy is part of the agency's ongoing effort to provide a model workplace for its employees. Further, under this policy, any act of retaliation against any employee who reports an incident of harassment, or assists in any inquiry of such reported conduct, is a violation of this policy and will not be tolerated.

### 2. Purpose

The conduct covered by this anti-harassment policy is broader than the legal definition of unlawful harassment and includes hostile or abusive conduct based on race, color, religion, sex (including pregnancy, sexual stereotyping, gender identity or sexual orientation), national origin, age, disability, retaliation, or genetic information, marital status, parental status, or political affiliation, even if such conduct does not rise to the level of illegality. The purpose of this policy is to prevent and eliminate harassment in the workplace by supervisors, managers, co-workers, contractors, vendors, and any other individual with whom FCC personnel come into contact by virtue of their work with/for the FCC, and to take all necessary steps to avoid harm to an employee who is subjected to unwelcome conduct based on any of the abovementioned protected characteristics.

### 3. Relationship to Other Processes

This anti-harassment policy is intended to supplement, not replace or supersede, other complaint processes that permit employees to pursue complaints of alleged harassment. As such, the procedures in this policy are separate and apart from the Equal Employment Opportunity (EEO) complaint process administered by the Office of Workplace Diversity, the negotiated grievance process, the Merit Systems Protection Board (MSPB) appeal process, or any other statutory complaint process that seeks to provide remedial relief for allegations

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## ANTI-HARASSMENT POLICY AND PROCEDURES

of harassment that violate federal law. Further, because the purpose of this policy is to prevent and correct unwelcome conduct before it becomes severe or pervasive, any agency supervisory official who is notified of an allegation of harassment must follow the procedures set forth in this document, even if the complaining employee also files an EEO complaint, a negotiated grievance, an MSPB appeal, or other like charge regarding the alleged incident. The FCC's liability for alleged harassment may depend on how quickly and thoroughly it addresses the (mis)conduct of which it becomes aware.

It should be noted, however, that reporting harassment under this policy does not satisfy or delay the applicable time limits for initiating an EEO complaint, a union grievance, an MSPB appeal, or other statutory complaint process. For example, in the case of an EEO complaint, an employee who has made a report of harassment under this policy, but also wishes to pursue a claim of discriminatory harassment through the EEO process, must additionally contact an EEO counselor within 45 days of the most recent incident of alleged harassment or personnel action, if applicable.

#### 4. Definitions

A. *Harassment* is unwelcome verbal or physical conduct that demeans or shows hostility toward another person based on race, color, religion, sex (including pregnancy, sexual stereotyping, gender identity or sexual orientation), national origin, age, disability, retaliation, or genetic information, marital status, parental status, or political affiliation. Such conduct may be found unlawful where:

(1) an employee's acceptance or rejection of such conduct results in a tangible employment action that adversely affects the person's employment status; or

(2) the conduct is sufficiently severe or pervasive to alter the terms, conditions, or privileges of employment, or otherwise create an objectively and subjectively hostile or abusive work environment.

#### B. Types of Harassment

(1) *Sexual Harassment* includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

*Examples:* Unwelcome conduct of a sexual nature that may constitute sexual harassment includes, but is not limited to:

(a) Physical assault, unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of a person's body;

(b) Requesting sexual favors in exchange for benefits, such as favorable evaluations, promotions, continued employment, or favorable assignments;

(c) Making sexually explicit statements, comments, questions, jokes, innuendos, anecdotes, or gestures;

(d) Disseminating material of a sexual nature through the use of electronic mail or other systems; or

(e) Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers.

(2) *Nonsexual Harassment* is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward a person based on a protected characteristic (*i.e.*, race; color; religion; sex including

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## ANTI-HARASSMENT POLICY AND PROCEDURES

pregnancy, sexual stereotyping, gender identity or sexual orientation; national origin; age; disability; retaliation; or genetic information).

*Examples:* Unwelcome conduct that may constitute non-sexual harassment includes, but is not limited to:

- (a) Disseminating material from the internet or other sources a reasonable person, as defined by the EEOC, would find offensive"; or
- (b) Engaging in offensive or demeaning bantering, teasing, jokes, questions, gestures, innuendos, or other abusive or demeaning verbal behavior or physical conduct.

(3) Disability Harassment includes offensive remarks or behavior in reference to a person's disability.

C. *Hostile or Abusive Conduct* is unwelcome or offensive verbal or physical conduct based on a protected characteristic under the law or agency policy that does not reach the level of actionable harm. The meaning of hostile or abusive conduct is broader than unlawful harassment and includes actions of a sexual or non-sexual nature that may not rise to the level of illegality, but nonetheless constitute improper workplace behavior.

D. While the FCC expects and encourages all employees to comport themselves in a civil, respectful, and professional manner, this Policy does not cover all rude, uncivil, or disrespectful behavior in the workplace. The focus of this Policy is harassment, or hostile or abusive conduct based on a protected characteristic under employment discrimination laws. This Policy also typically does not consider harassment or hostile or abusive conduct to include a supervisor performing his or her management duties (e.g. telling an employee that he or she is not performing a job adequately, needs to arrive at work on time, or submit his or her work in a timely fashion). Nor is this Policy intended to suggest that occasional and innocuous compliments (e.g. "I like your jacket") constitute workplace harassment or hostile or abusive conduct, but rather reflect the reality of human experience and common courtesy.

### 5. Responsibilities

A. *Chairman.* The Chairman is responsible for enforcing this policy by providing necessary support to agency officials and ensuring management accountability for taking appropriate action to prevent and eliminate harassment in the workplace.

B. *The Director of Office of Workplace Diversity (OWD).* The Director of OWD, through his or her staff, is responsible for:

- (1) Developing this anti-harassment policy and procedures, related forms, and guidance or informational materials; distributing information concerning prohibited harassment and compliance with this policy to agency Bureaus and Offices; and ensuring implementation of this policy to prevent and eliminate harassment and hostile or abusive conduct.
- (2) Providing advice, technical assistance, and support to managers, supervisors, employees, and others, as needed, to achieve and maintain compliance with this policy.
- (3) Ensuring that employees receive periodic training concerning prevention of harassment, and that managers are trained in the requirements for addressing complaints of alleged harassment and, if required, the procedures for conducting harassment inquiries.
- (4) Developing and implementing guidelines for evaluating and monitoring trends in allegations raised and inquiries conducted under this policy, to include plans for assessing the overall effectiveness of this

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## ANTI-HARASSMENT POLICY AND PROCEDURES

policy and implementing best practices to help provide a workplace free of harassment and hostile or abusive conduct.

C. *The Chief Human Capital Officer (CHCO)*. The CHCO, through his or her staff in Human Resources Management (HRM), is responsible for:

- (1) Assigning the Chief of the Labor Relations and Performance Management Service Center, or his or her designee, as the official responsible for receiving allegations of harassment and ensuring an inquiry is initiated consistent with the procedures of this policy.
- (2) Receiving and tracking complaints of harassment, notifying employees in writing that the harassment complaint has been received and will be addressed, coordinating for the initiation of harassment inquiries, and advising agency management concerning interim relief.
- (3) Providing advice to managers, supervisors and other employees involved in the harassment inquiry regarding implementation and interpretation of this policy, including the proper procedures for carrying out harassment inquiries and preparing reports, and the circumstances in which interim relief is required to insulate the alleged victim of harassment from potential misconduct or retaliation while a harassment inquiry is pending.
- (4) Providing advice and guidance to managers and supervisors regarding immediate and appropriate corrective action, including discipline, for conduct found to be in violation of this policy. Notifying management of the need to take appropriate action when harassing, hostile or abusive conduct is reported and when it is found to be in violation of the Agency's policies.
- (5) Consulting with the Office of General Counsel, as necessary, for legal advice pertaining to this policy and procedures, harassment inquiries and reports, interim relief, or corrective action.
- (6) Establishing a secure system for maintaining records regarding harassment inquiries, reports, findings, actions taken, and any other pertinent documents or information prepared or obtained in accordance with this policy.

E. *Bureau and Office Chiefs*. Bureau and Office Chiefs are responsible for:

- (1) Helping establish and maintain a workplace that is free of harassment.
- (2) Ensuring that subordinate supervisors and managers are aware of the requirements of this policy and that such officials are appropriately evaluated with respect to their performance in complying with these requirements.
- (3) Collaborating with the Chief of the Labor Relations and Performance Management Service Center or their designee to assist in selecting managers and supervisors to conduct harassment inquiries and ensuring that an assigned manager or supervisor has sufficient time to carry out fact-finding responsibilities.

F. *Managers and Supervisors*. Managers and supervisors are responsible for:

- (1) Complying with the requirements of the agency's anti-harassment policy, maintaining a work environment free of harassment, encouraging employees to report such conduct, preventing retaliation against any employee who complains of harassment or is involved in any harassment inquiry, and participating in anti-harassment training.

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## ANTI-HARASSMENT POLICY AND PROCEDURES

- (2) Evaluating subordinate managers and supervisors on their performance in complying with this policy.
- (3) Acting promptly to prevent and correct alleged harassment, or hostile or abusive conduct when it is observed or reported, to include implementing interim remedies while an inquiry into harassment allegations is pending and implementing appropriate actions after the inquiry has concluded.
- (4) Promptly notifying the Chief of the Labor Relations and Performance Management Service Center, or their designee, of allegations of harassment, or hostile or abusive conduct.
- (5) Understanding and maintaining confidentiality consistent with this policy.
- (6) If assigned to perform a harassment inquiry, seeking the assistance and counsel of other offices with responsibilities under this policy.
- (7) Taking prompt and appropriate corrective action, to include discipline, if warranted, against employees who have engaged in harassment, or hostile or abusive conduct, or who have failed to carry out their responsibilities under this policy.

G. *FCC Employees.* All FCC employees are responsible for:

- (1) Refraining from any form of harassment in the work environment that could interfere with another person's rights and/or ability to perform his or her job.
- (2) Participating in anti-harassment training.
- (3) Becoming familiar with the requirements of this policy and complying with them.
- (4) Promptly reporting alleged harassment, or hostile or abusive conduct.
- (5) Timely and fully cooperating with all phases of any harassment inquiry.

### 6. Reporting Harassment, or Hostile or Abusive Conduct

- A. An employee who believes he or she has been subjected to, or witnessed, harassment, or hostile or abusive behavior based on any of the protected characteristics covered under this policy should immediately report the incident to his or her manager or supervisor, or to the manager or supervisor of the employee who engaged in the inappropriate conduct and document the incident using FCC Anti-Harassment Intake Form. Employees should report harassment as soon as it happens and are encouraged to do so as promptly as possible and generally no later than 45 days from the date of the incident.
- B. If the employee believes that his or her manager or supervisor is the source of the harassment, or if the employee is reluctant to speak with his or her manager, then the employee should promptly report the conduct to another manager or supervisor who may be inside or outside of his or her supervisory chain.
- C. The employee may also report the alleged harassment, or hostile or abusive conduct to the Chief of the Labor Relations and Performance Management Service Center, or their HRM designee.
- D. The employee's initial report of alleged harassment, or hostile or abusive conduct, must be made in writing using FCC Form, providing pertinent facts about the inappropriate or harassing conduct. The employee should also provide relevant documents, or other information regarding the harassment allegations as attachments to the written initial report.

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## ANTI-HARASSMENT POLICY AND PROCEDURES

### 7. Responding to Harassment Allegations

A. When an employee makes an initial report about harassment, or hostile or abusive conduct, the agency has a duty to exercise reasonable care to prevent and promptly correct any prohibited conduct. If the conduct is covered under this policy, the agency must launch a prompt, thorough, and impartial inquiry of the alleged harassment, as described in Paragraph 8 below. The agency must undertake an appropriate harassment inquiry even if an EEO complaint regarding the same reported conduct is pending or being processed by the Agency's Office of Workplace Diversity or is otherwise being pursued through a separate statutory complaint or grievance process.

B. A manager or supervisor who receives an employee's report of, or observes conduct they believe to be harassing, or hostile or abusive, should promptly notify the Chief of the Labor Relations and Performance Management Service Center, or their designee, typically within one business day of notification.

C. When the Chief of the Labor Relations and Performance Management Service Center, or their designee, receives notification of the harassment complaint, he or she should promptly take the following actions, typically within three business days:

- (1) Assess whether the alleged conduct is covered under this policy in consultation with applicable Bureaus and Offices or OGC, as necessary. If the alleged conduct is not covered by the policy, the Chief of the Labor Relations and Performance Management Service Center, or their HRM designee, shall notify the complaining employee of the determination. If the alleged conduct is covered by the policy, the Chief of the Labor Relations and Performance Management Service Center, or their HRM designee, shall take the actions described in Paragraphs (2) through (3), below.
- (2) Coordinate with applicable Bureaus or Offices, to assign an appropriate supervisor or manager to conduct an inquiry into the facts and circumstances of the harassment allegation. The official assigned to conduct the inquiry will typically be a higher-level official within the same Bureau or Office as the employee alleging harassment or the accused.
- (3) Promptly issue a written acknowledgment of the allegation to the complaining employee. This acknowledgement should:
  - (a) Specify the name of the supervisor or manager assigned to perform the harassment inquiry and state that this person will directly communicate with the complaining employee;
  - (b) Advise the employee that **he or she has an obligation** to timely and fully cooperate in the inquiry, and failure to do so will not stop the inquiry from proceeding, but will limit the information upon which a determination of whether the employee was subjected to harassment, or hostile or abusive conduct is made, and may affect any potential corrective action;
  - (c) Notify the employee that information obtained during the inquiry will be used for official purposes and maintained on a confidential basis to the greatest extent practicable. See Part 12;
  - (d) Inform the employee that the agency will not tolerate retaliation against any employee who either makes an allegation of harassment, or hostile or abusive conduct, or participates in any inquiry regarding such allegation;
  - (e) Advise the employee of his or her right to also contact an EEO counselor to begin the EEO complaint process. Inform the employee that he or she must initiate such contact within 45 days of the harassing incident in order to file a timely complaint;

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## ANTI-HARASSMENT POLICY AND PROCEDURES

- (f) Inform the employee of his or her entitlement to a reasonable amount of official time upon request to his or her immediate supervisor to gather and submit all relevant information associated with the allegation of harassment and to respond to requests for information from the official conducting the inquiry.

E. All harassment inquiries must be initiated as soon as management becomes aware of the situation. Under most circumstances, this means that the inquiry should commence *no later than ten calendar days* after the initial report of harassment has been received.

### 8. Conducting the Harassment Inquiry

A. The agency official assigned to the harassment inquiry is responsible for carrying out a prompt, thorough, and impartial inquiry of the alleged conduct, which includes preparing a written report. See Paragraph 9. An inquiry must be completed as soon as possible since the purpose of this policy is to ensure that agency officials have the opportunity to promptly address and correct harassment, or hostile or abusive conduct, and thereby limit the harm suffered. Thus, under most circumstances, an inquiry should be completed *within 30 calendar days* of the date of assignment. On occasion, additional time may be needed to finish an inquiry, (e.g., when the reported incident involves multiple allegations of harassment or numerous witnesses, or when travel is necessary). Under such circumstances, the assigned official must notify the complaining employee in writing that additional time is necessary to complete the inquiry and prepare a report. In general, this additional time should not exceed 15 calendar days after the date of such notice.

B. The scope, methods used, and extent of any harassment inquiry will depend on the specific allegations at issue, and the circumstances as determined by the agency official conducting the inquiry. In some instances, a limited inquiry may be appropriate, while other cases may warrant a more detailed inquiry depending on the facts and circumstances presented. Regardless of the specific nature of the allegations raised, the official conducting an inquiry under this policy should perform the following procedures:

- (1) Review the employee's initial report on FCC Anti-Harassment Intake Form, and any provided supporting documentation.
- (2) Determine if there is a need to implement interim relief for the alleged victim of harassment while the inquiry is being conducted. The following are examples of interim relief measures that an official conducting a harassment inquiry has authority to recommend, subject to the approval of the Bureau or Office Chief in which the alleged victim and the accused employee work and the Chief Human Capital Officer or his or her designee, if necessary:
  - (a) Making arrangements to avoid contact between the parties, such as directing the employee accused of harassment not to have contact with the complaining employee while the inquiry is pending;
  - (b) Removing supervisory responsibilities over the complaining employee from the person accused of harassment, pending the outcome of the inquiry; and
  - (c) Moving the employee who alleges harassment to an alternate supervisor or manager while the inquiry is pending. Any employee who alleges harassment should not be moved without his or her consent.
- (3) If necessary, interview the complaining employee and employee alleged to have engaged in harassment, or hostile or abusive conduct, and any other relevant witnesses. If necessary, obtain a signed statement (electronic mail is acceptable), responding to the allegations and providing any other relevant information about the claimed conduct. Obtain any supporting documents or other

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## ANTI-HARASSMENT POLICY AND PROCEDURES

information from persons interviewed that the assigned official determines are relevant to the allegations. Before conducting interviews with employees, consult with the Labor Relations and Performance Management Service Center to ensure that all collective bargaining obligations are met.

(4) Inform all persons interviewed about the prohibition against retaliation for participation in the procedures established by this anti-harassment policy. See Part 11.

(5) While employees are not entitled to be legally represented for the harassment inquiry, if an employee seeks to have legal representation, a request must be made in writing to the official conducting the inquiry. The official will consult with the Labor Relations and Performance Management Service Center and/or OGC to determine whether such request will be granted and define the terms and conditions of any participation by such representative. Any legal representation an employee obtains is solely at the employee's expense, and the legal representative may be required to sign a confidentiality agreement in order to participate in any proceedings. Nothing in this section affects representation rights under 5 U.S.C. § 7114(a)(2).

(6) The inquiry should only address allegations of harassment, or hostile or abusive conduct, based on race, color, religion, sex (including pregnancy, sexual stereotyping, gender identity or sexual orientation), national origin, age, disability, retaliation, or genetic information, marital status, parental status, or political affiliation. If other types of allegations are raised during the inquiry, the person conducting the inquiry should seek advice from the Labor Relations and Performance Management Service Center to determine whether such matters should be referred elsewhere for necessary action.

### 9. Preparing the Report of Inquiry

A. The official responsible for the inquiry should prepare a report of inquiry regarding the allegations of harassment, or hostile or abusive conduct, generally *within 30 calendar days* of being assigned to the matter. The report of inquiry should contain the following:

(1) A statement that the inquiry was conducted pursuant to this anti-harassment policy and is consistent with its procedures.

(2) A description of the allegations raised, the alleged harasser's response, if any, and any relevant information from witnesses or pertaining to their credibility. If signed statements or other relevant documents were obtained during the course of the inquiry, they may also be included with the report as attachments.

(3) A determination regarding whether the alleged conduct (i.e. harassment, or hostile or abusive conduct) is substantiated.

(4) A referral to Human Resources Management for appropriate action, if necessary.

B. Once the report of inquiry is complete, the official who conducted the inquiry will sign and submit it to the Chief Labor Relations & Performance Management Service Center (LRPMSC). After review, the Chief, LRPMSC will contact an appropriate manager or supervisor within 10 calendar days for further action, possibly including corrective or disciplinary action. See Part 10. HRM will retain the report of inquiry and other related records in accordance with Paragraph 14 of this policy.

C. When the harassment inquiry is complete, the official who conducted it will notify the complaining employee of the results of the inquiry.

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## ANTI-HARASSMENT POLICY AND PROCEDURES

### 10. Corrective Action

A. If the report of inquiry reflects that an employee engaged in harassment, hostile, abusive, or otherwise inappropriate conduct, the official to whom the report is referred must determine the appropriate corrective action to be taken to address the misconduct and prevent its recurrence as set out in Paragraph 10.A.1 below. The responsibility for taking corrective action normally rests with the immediate manager or supervisor of the employee found to have engaged in such behavior, unless there is a conflict of interest or other basis for reassigning this responsibility. Decisions to take corrective action should be made promptly, normally within 14 calendar days of the official's receipt of the report of inquiry. Decisions regarding what corrective actions will be taken, which may include first proposing disciplinary or adverse action where required by law, must be documented in writing in the record maintained by HRM related to the report of inquiry. Upon completion of the corrective actions, the official will send written confirmation to the Labor Relations and Performance Management Service Center for inclusion in the record related to the report of inquiry.

B. The appropriate corrective action will depend on the severity and/or pervasiveness of the conduct, the response required to end such conduct and deter its reoccurrence, the offender's disciplinary/conduct history, and other surrounding circumstances. Any corrective action must be proportional to the seriousness of the offense. A non-exhaustive list of possible corrective action follows:

(1) If an employee engaged in hostile, abusive, or other inappropriate, but not severe or pervasive, misconduct, possible corrective action may include, but is not limited to, requiring training, or imposing non-disciplinary measures, such as counseling or issuing a letter of warning.

(2) If an employee engaged in more severe and pervasive misconduct, disciplinary action is warranted and may include, but is not limited to, a reprimand, demotion, suspension, or removal of the employee from their position and Federal service in accordance with disciplinary procedures in law, rule, regulation, and the Basic Negotiated Agreement, where applicable.

C. A manager or supervisor who fails to carry out his or her responsibilities as provided for in this policy, including taking necessary steps to prevent and promptly correct harassment in the workplace, may also be subject to corrective measures under this policy, which may include any appropriate disciplinary or performance-based measures.

D. If it is determined that harassment, or hostile, abusive or otherwise inappropriate conduct has occurred, but corrective action has not been taken by the responsible for addressing the situation, the official must document, in writing, to the Chief of the Labor Relations and Performance Management Service Center, his or her Bureau or Office Chief, and the Managing Director, why no corrective action has been taken.

### 11. Prohibition Against Retaliation

Retaliation is prohibited against any employee based on his or her report of harassment, or hostile or abusive conduct under this policy, or for assisting in any inquiry about such report. An employee who has engaged in retaliation may be subject to disciplinary action, up to and including removal.

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## ANTI-HARASSMENT POLICY AND PROCEDURES

### 12. Maintaining Confidentiality

A. Information relating to reports of harassment, or hostile or abusive conduct will be maintained on a confidential basis to the greatest extent possible, consistent with an appropriate, thorough, and impartial investigation. Information may be disclosed if necessary to conduct an effective harassment inquiry, to defend the agency in any litigation in which the information may be relevant and necessary, or for any other purpose consistent with law, regulation, or agency policy. For example, certain information may be disclosed to those officials and employees within the agency who have to carry out the purpose of this policy.

B. A conflict between an employee's desire for confidentiality and the agency's duty to address harassment may arise if an employee informs a supervisor or manager about the alleged harassment, or hostile or abusive conduct, and asks him or her to keep the matter confidential and take no action. Inaction by the management official in such circumstances could lead to liability on the part of the agency. Failure to act may also result in the supervisor or manager being disciplined. In such cases, agency management must carry out its duty to prevent and correct harassment, or hostile or abusive behavior, despite the complaining employee's confidentiality request.

### 13. Conflicts of Position or Interest

Conflicts of position or interest, or the appearance of such conflicts, must be avoided to maintain the integrity of this policy. This prohibition applies not only to the agency official assigned to conduct the harassment inquiry, but also to the manager or supervisor responsible for taking corrective action. If such official believes or becomes aware that he or she has an actual or potential conflict of interest or position, that official must take action as soon as possible to resolve the issue. Any questions arising under this paragraph should be referred immediately to the Labor Relations and Performance Management Service Center.

### 14. Records and Reports

A. At the conclusion of a report of inquiry, the assigned agency official should assemble all materials related to the inquiry and submit them to the Labor Relations and Performance Management Service Center.

B. The Labor Relations and Performance Management Service Center will maintain records relating to allegations of harassment, or hostile or abusive conduct, handled by agency officials or others under this policy in accordance with applicable document retention requirements. The Labor Relations and Performance Management Service Center will also retain the reports of inquiry to determine whether agency officials have taken prompt measures to address unwelcome conduct that has occurred. This requirement further extends to retaining records regarding recommended corrective actions, including disciplinary measures, taken pursuant to this policy.

C. To ensure that these procedures are properly implemented, the Chief of the Labor Relations and Performance Management Service Center and the Director of the Office of Workplace Diversity, or their designees, will periodically review records and reports collected or created relating to this policy. This information will be evaluated to determine the effectiveness of the agency's policy and procedures and whether modifications should be implemented.



# ANTI-HARASSMENT INTAKE FORM

(To be completed by the employee)

## 1. INFORMATION

a. FULL NAME

b. EMAIL ADDRESS

## 2. EMPLOYMENT INFORMATION

a. TITLE

d. SERIES/GRADE

b. IF CURRENTLY EMPLOYED AT THE FCC, INDICATE YOUR JOB STATUS

- FCC EMPLOYEE
- CONTRACTOR
- OTHER (*Explain*)

e. OFFICE ADDRESS (*Street, City, State, ZIP Code*)

c. ORGANIZATION

f. TELEPHONE NUMBER

## 3. WHO IS THE PERSON(S) ENGAGING IN THE HARASSMENT YOU ARE REPORTING?

NAME

TITLE/OFFICE

## 4. EXPLAIN WHY YOU BELIEVE YOU WERE HARASSED. (*If more space is needed, please attach an additional page.*)

**5. WHEN DID THIS CONDUCT OCCUR? HOW OFTEN DID IT OCCUR? AND IS IT STILL OCCURRING?**

*(If more space is needed, please attach an additional page.)*

Empty response area for question 5.

**6. ARE THERE ANY WITNESSES TO THE HARASSMENT? (If so, please list their names and titles.)**

Empty response area for question 6.

**7. WHAT CORRECTIVE ACTION ARE YOU SEEKING?**

Empty response area for question 7.

**8. CHECK BASIS(ES) YOU BELIEVE CAUSED THE HARASSMENT**

<input type="checkbox"/> a. RACE	<i>(Specify)</i>	<input type="checkbox"/> i. DISABILITY <i>(Specify)</i>
<input type="checkbox"/> b. COLOR	<i>(Specify)</i>	<input type="checkbox"/> j. AGE   _____ <i>(Years)</i>   _____ <i>(Date of Birth)</i>
<input type="checkbox"/> c. RELIGION	<i>(Specify)</i>	<input type="checkbox"/> k. REPRISAL
<input type="checkbox"/> d. NATIONAL ORIGIN	<i>(Specify)</i>	<input type="checkbox"/> l. SEXUAL ORIENTATION <i>(Specify)</i>
<input type="checkbox"/> e. SEX	<i>(Specify)</i>	_____
<input type="checkbox"/> f. MARITAL STATUS	<i>(Specify)</i>	
<input type="checkbox"/> g. POLITICAL AFFILIATION	<i>(Specify)</i>	<input type="checkbox"/> m. GENETIC INFORMATION <i>(Specify)</i>
<input type="checkbox"/> h. PARENTAL STATUS	<i>(Specify)</i>	_____

THE STATEMENTS CONTAINED IN THIS INTAKE FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. ADDITIONALLY, I UNDERSTAND THAT THIS PROCESS IS COMPLETELY SEPARATE FROM THE EEO PROCESS AND IF I INTEND TO FILE AN EEO COMPLAINT I MUST DO SO WITHIN 45 DAYS OF THE ALLEGED HARASSMENT.

SIGNATURE

DATE

Empty signature and date lines.