



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



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Memorandum

To: All U.S. Fish and Wildlife Service Employees

From: Aurelia Skipwith, Director, U.S. Fish and Wildlife Service

Subject: Anti-Harassment Policy and Procedures

It is the policy of the U.S. Fish and Wildlife Service (Service) to provide employees with a work environment that is free from harassment. Harassment adversely affects morale, teamwork, and productivity and the Service is fully committed to protecting employees and eradicating incidents of harassment in our organization.

The Service prohibits harassment on the basis of race, color, national origin, religion, sex whether or not of a sexual nature (including pregnancy, gender identity, transgender status, and sexual orientation), disability, age (40 years or older), reprisal, or protected genetic information. Any level of harassment is unacceptable, and undermines the Service's mission and creditability as an organization.

Service Manual Chapter 227 FW 6 establishes operational guidance specific to the Service for responding to harassing conduct. This guidance supplements Personnel Bulletin 18-01, the Department of the Interior's anti-harassment policy.

Employees are strongly encouraged to report incidents of harassment to either a supervisor or management official; their servicing HR Office, the Office or Inspector General; or the anti-harassment hotline at 1-844-437-6578.

Any employee found to have participated in harassment of any kind will be subject to appropriate administrative or disciplinary action, which may include removal from federal service. Disciplinary action will also be taken against supervisors who do not carry out their responsibilities under this policy. Any action taken to address and resolve issues of harassment will be confidential, and retaliatory action against an employee who raises a claim of harassment of any kind will not be tolerated.

The Service's Anti-Harassment Policy and Procedures is separate and distinct from the Equal Employment Opportunity (EEO) complaint process. Any employee who wishes to initiate an EEO complaint alleging harassment must contact the Office of Diversity and alleged harassment Inclusive Workforce Management (ODIWM) within 45 calendar days of the date of the at eeocomplaints@fws.gov or 703-358-1724. The Service's harassment inquiry process does not have an impact on the EEO time requirement. Therefore, employees may not wait until after an internal inquiry is conducted per the Anti-Harassment Policy and Procedures if they desire to enter into the EEO process.

I highly encourage employees to visit the Service's anti-harassment website at <https://www.fws.gov/home/antiharassment/> for additional information, including steps that the Service is taking to protect employees and to eliminate instances of harassment, intimidation and retaliation.

I am committed to ensuring that we have safe, welcoming work environments that are free from discrimination and harassment and that best support and enable each of you to accomplish the important work you do for our conservation mission.