

PART 2045 - GENERAL

Subpart LL - Rural Development Anti-Harassment Policy and Complaint Procedures

TABLE OF CONTENTS

<u>Sec.</u>	<u>Page</u>
2045.1851 Purpose.	1
2045.1852 Policy.	1
2045.1853 Definitions.	2
2045.1854 Procedures.	6
(a) Reporting an Incident.	6
(b) Notification Requirements.	8
(c) Inquiry/Investigation Process.	10
2045.1855 Responsibility.	13
(a) Employees and individuals performing work on behalf of RD must.	13
(b) Management Officials will perform the following actions.	14
(c) The Anti-Harassment Program Complaint Reporting Coordinator will perform the following actions.	16
(d) Factfinders will perform the following actions.	16
(e) Servicing ERB Human Resources Specialists will perform the following actions.	17
(f) The Director, Civil Rights Office will perform the following actions.	18
(g) The Director, Human Resources Office will perform the following actions.	18
2045.1856 - 2045.1900 [Reserved]	19

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PART 2045 - GENERAL

Subpart LL - Rural Development Anti-Harassment Policy and Complaint Procedures

**§ 2045.1851 Purpose:**

This Instruction applies to all non-bargaining unit employees. Implementation of this Instruction is for employees represented by labor organizations (unions) is contingent upon completion of appropriate bargaining obligations in accordance with the [Federal Labor Management Relations Statute](#).

This Instruction outlines Rural Development's (RD) Anti-Harassment policy. This Instruction also establishes procedures for reporting, reviewing, investigating, and resolving allegations of harassment, and taking prompt and appropriate corrective action when necessary; and identifies roles and responsibilities. This Instruction does not affect an employee's rights under the [Equal Employment Opportunity \(EEO\) complaint process](#).

**§ 2045.1852 Policy:**

Rural Development is committed to ensuring a workplace that is free of all forms of harassment, including EEO-related and non-EEO-related harassment. This policy applies to RD employees in their working relationship with Federal employees, non-Federal employees and the public. The policy also applies to contractors and individuals employed under other formal agreements with RD. Conduct that RD deems as harassing behavior includes, but is not limited to, the following:

- (a) Sexual harassment, which is a particularly egregious form of prohibited harassment and a form of sex discrimination prohibited by law and regulation.
- (b) Any use of derogatory words, statements, phrases, epithets, gestures, pictures, drawings, or cartoons that does the following:
  - (1) References a person's race, color, religion, age, disability, national origin, sex, genetic information, marital, and/or parental status regardless of the means of delivery (that is, verbal or electronic communication); or
  - (2) Intimidates, abuses, offends, or creates a hostile work environment.

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(c) The use of electronic devices or forms of communication (computers, cellular telephones, tablets, internet, email and/or other technological equipment) to harass, demean, or degrade another.

(d) The use of electronic devices or forms of communication to view, download, store, or distribute pornographic or sexually explicit material on such devices. This policy applies if the employee is in the workplace or not in the workplace, on duty or off duty, and whether or not another employee witnesses these actions.

(d) Retaliation against any individual for reporting matters under this policy, or for an individual's involvement in an inquiry related to such a report.

(e) Rural Development encourages any individual who believes they are being subjected to or witnessed harassment in the workplace to directly inform the alleged harasser that the conduct is unwelcome and must stop. Additionally, employees who witness harassment should immediately report the incident to their manager or supervisor, RD management official, or to the RD Anti-Harassment Complaint Reporting Coordinator, see § 2045.1854. To the extent allowed by law, RD must address all harassment reports in a prompt, impartial, and confidential manner.

(f) Only individuals with a need to know, to determine if harassment occurred and develop recommendations and implement corrective measures, shall be made aware of harassment reports. Any individual who initiates a harassment complaint or provides information related to a harassment complaint can do so without fear of retaliation before, during, and after the inquiry or investigative process.

Rural Development will take all appropriate actions to investigate any known incidents or reports of harassment and remedy these situations. If a record of inquiry supports a finding that harassing behavior occurred, the individual proven to be responsible for such behavior may be subject to the appropriate corrective and/or disciplinary actions. These actions includes, but not limited to, reprimand, suspension, demotion, or removal.

§ 2045.1853 **Definitions:**

Alleged Harasser: An individual who alleged engaged in harassing behavior.

Alleged Victim: An individual who believes (or someone on their behalf believes) they have experienced harassment. Additionally, an individual who was indirectly and negatively affected by the alleged harassing behavior towards another individual.

§ 2045.1853 (Con.)

Anti-Harassment Complaint Reporting Coordinator: An individual who serves as RD's point of contact for reporting harassment allegations, whenever an employee does not report allegations directly to a management official, or to the Civil Rights Office staff.

Bullying: Non-discriminatory behavior, that does not violate a Federal law, but is prohibited under [Department Regulation 4200-001](#), "Workplace Violence Prevention and Response Program" the Anti-Harassment Policy statement. This Instruction may constitute misconduct for which the offender may receive disciplinary action. [DR 4200-001](#) defines bullying as repeated and intentional mistreatment of an individual driven by a person's desire to control, impede, or interfere with an individual. Bullying can be direct or indirect, whether verbal, physical or otherwise, by one or more persons against another or others, at the place of work and/or in the course of employment.

Days: This term refers to business days unless otherwise specifically stated.

Discrimination: The differential treatment of an individual or group of people, based on person's race, color, religion, age, disability (physical or mental), national origin, sex, genetic information, marital, and/or parental status, political beliefs/affiliation, or public assistance income.

Factfinder: Management official or other individual assigned to conduct the inquiry to address specific allegation(s) of harassment.

Harassment: Unwelcome conduct (verbal, physical, psychological, visual, cyber-based) where enduring the offensive conduct becomes a condition of continued employment. The conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. The harasser can be the alleged victim's supervisor, a supervisor in another area, co-worker, or someone who is not an employee of the employer, such as a client or customer. If the harassment violates a protected basis, the alleged victim can also file an EEO complaint.

Management Inquiry: Fact-finding investigation conducted by a manager, supervisor or other management official into alleged employee misconduct that could result in discipline or other corrective action.

Management Official: Immediate supervisor, second level supervisor, or any other management official within the organization.

Retaliation/Reprisal: Taking an action that could deter a reasonable person from participating in activity protected by antidiscrimination and/or whistleblower laws. Protected activity includes complaining about discriminatory or harassing behavior; disclosing/reporting violations of law, rule, or procedure or fraud, waste, or abuse; and participating in discrimination or whistleblower proceedings. Rural Development also defines retaliation/reprisal as a type of discriminatory behavior whereby individuals are subjected to actions such as being firing, demoted, harassed, or retaliated against because they performed the following actions:

- (1) Filed a charge of discrimination;
- (2) Complained to their employer about a discriminating activity; and
- (3) Participated in an employment discrimination proceeding (such as an investigation or lawsuit).

Retaliatory actions are not limited to formal personnel actions such as termination, demotion, non-promotion, or non-selection. Rural Development's broadly definition of retaliatory actions include harassing behavior, significant changes to a person's job duties or working conditions, and threats to take personnel actions.

Sexual Harassment: Sexual harassment is a form of sex discrimination prohibited by law and regulation. Harassment based on sex is not allowed regardless of whether the offensive conduct is sexual in nature or whether the individual engaged in harassment and the harassed individual are of the same sex. Sexual harassment is unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive, affects working conditions, creates a hostile work environment, or culminates in a specific employment action.

- (1) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct based on sex whether or not it is sexual in nature, constitutes sexual harassment when the following occurs:

§ 2045.1853 (Con.)

(i) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(ii) Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(iii) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(2) Sexual harassment can occur at any time and any location. It can occur on or off the worksite or federal property, and whether they occur during or after work hours. Examples of sexual harassment include, but are not limited to the following:

(i) Obscene gestures;

(ii) Sexually offensive text or emails messages;

(iii) Suggestive comments or jokes of a sexual nature;

(iv) Lewd remarks;

(v) Sexual propositions;

(vi) Innuendoes or threats;

(vii) Requests for any type of sexual favor; and

(viii) Inappropriate and unwanted physical contact (touching, tickling, pinching, patting, brushing up against, hugging, cornering, or kissing).

(3) Employees who witness, are aware of, or have a reasonable basis to believe sexual harassment occurred, must report these incidents to a management official or the Anti-Harassment Complaint Reporting Coordinator.

**§ 2045.1854 Procedures:**

Rural Development will address all allegations of harassment in a prompt, impartial, and confidential manner. Only individuals with a need to know, to determine if harassment occurred and to develop recommendations and implement corrective measures, will be made aware of harassment reports. Rural Development will not tolerate retaliation against any employee for reporting matters under this policy, or for an employee's involvement in an inquiry or investigation related to such a report.

(a) Reporting an Incident:

(1) Individuals who believe they have been subjected to any form of harassment are encouraged to directly inform the alleged harasser that the conduct is unwelcome and must stop. If an individual is not comfortable with confronting the alleged harasser or they have confronted the alleged harasser and the offensive behavior has not stopped, the individual should immediately report the behavior to a management official, or to the RD Anti-Harassment Complaint Reporting Coordinator using the following methods:

(i) Telephone: 833-242-4524,

(ii) E-mail at [AHCRC@USDA.GOV](mailto:AHCRC@USDA.GOV); and

(iii) RD Human Resources [SharePoint site](#).

(iv) Employees can submit reports anonymously, either verbally or in writing. However, reports must contain sufficient amount of information for the appropriate management official to begin an inquiry. If an employee verbally submits a complaint, the Anti-Harassment Complaint Reporting Coordinator will document in writing the information provided.

(2) Individuals who witness or are aware of any form of harassing conduct toward another individual must immediately report the behavior to a management official or the RD Anti-Harassment Complaint Reporting Coordinator using the following methods:

(i) Telephone: 833-242-4524,

(ii) E-mail at [AHCRC@USDA.GOV](mailto:AHCRC@USDA.GOV); and

(iii) RD Human Resources [SharePoint site](#).

§ 2045.1854(a) (2) (Con.)

(iv) Employees can submit reports anonymously, either verbally or in writing. However, reports must contain sufficient amount of information for the appropriate management official to begin an inquiry. If an employee verbally submits a complaint, the Anti-Harassment Complaint Reporting Coordinator will document in writing the information provided.

(3) Individuals who believe they were subjected to unlawful discriminatory harassment or reprisal for harassment-related civil rights activity can also file a complaint of discrimination by contacting an EEO Counselor at 800-787-8821. The employee must submit their complaint within forty-five (45) calendar days of the alleged incident. Failure to do so could result in dismissal of the EEO complaint for untimeliness. Expiration of the 45-calendar day period does not preclude the individual from reporting the incident to an appropriate management official to initiate an inquiry of the alleged incident.

(4) Rural Development's Anti-Harassment Policy and Complaint Procedures do not affect an individual's rights under the EEO complaint process. The management inquiry is separate and apart from the EEO complaint process. An individual who reports allegations of harassment in accordance with the RD Anti-Harassment Policy and Complaint Procedures may also file an EEO complaint.

(5) Individuals who believe they have been subjected to harassment that may involve sexual/physical assault and/or sexual violence, including any threat (or perceived threat) of such violence, should first report such allegations to Federal Protective Service personnel or local law enforcement. Individuals should also report these allegations to the appropriate management official. Management officials who receive a report of sexual/physical assault and/or sexual violence (this includes any threat of such incident), must follow the protocols outlined in the [DR 4200-001](#), "Workplace Violence Prevention Program."

(6) Individuals who believe they have been subjected to harassment that may involve sexual harassment and/or non-violent criminal activity should first report such allegations to the U.S. Department of Agriculture (USDA) Office of Inspector General. These individuals should use the following methods to contact the USDA Office of Inspector General:



RD Instruction 2045-LL  
§ 2045.1854(a) (2) (Con.)

(i) Telephone: (800) 424-9121, (202) 690-1622, or  
(202) 690-1202 (TDD).

(ii) Mail: United States Department of Agriculture  
Office of Inspector General  
P.O. Box 23399  
Washington, DC 20026-3399

(iii) USDA Office of Inspector General [Hotline](#).

(b) Notification Requirements: Any individual reporting a complaint(s) of harassment, of any type, must provide the following information:

(1) Contact Information for Reporting Individual:

(i) Full Name;

(ii) Position Title;

(iii) Telephone number(s);

(iv) Email address;

(v) Date reported;

(vi) Date Became Aware of allegation (*Complete if you are witness, manager, or confidante*); and

(vii) Action(s) taken regarding allegation.

(2) Management Official's Knowledge of Alleged Harassment: (If the management official is different from the individual listed in paragraph § 2045.1854(b) (1) above, please complete the information below).

(i) Full Name;

(ii) Position Title;

(iii) Telephone number(s);

(iv) Email address;

§ 2045.1854(b) (2) (Con.)

- (v) Date individual reported allegation;
- (vi) Date became aware of allegations; and
- (vii) Action(s) taken regarding allegation(s).

(3) Alleged Victim's Contact Information: (If not the reporting individual in § 2045.1854(b):

- (i) Full Name;
- (ii) Position Title;
- (iii) Telephone number; and
- (iv) Email address.

(4) Alleged Harasser's Contact Information:

- (i) Full Name;
- (ii) Position Title;
- (iii) Telephone number(s); and
- (iv) Email address.

(5) Action Alleged Victim Took to Confront Alleged Harasser:

- (i) Date Action Initiated; and
- (ii) Action Initiated.

(6) Describe Alleged Harassment: (Provide the following specifics, including date(s), time(s), location(s) of Alleged Harassment).

(7) Contact Information for Witness(es):

- (i) Full Name;
- (ii) Position Title;

- (iii) Telephone number(s);
- (iv) Email address;
- (v) Date Incidents(s) Witnessed; and
- (vi) Action Initiated After Witnessing Incident.

(c) Inquiry/Investigation Process:

(1) Responding to Allegations of Harassment.

(i) Within two (2) business days of receiving notification of a report of harassment, the RD Anti-Harassment Complaint Reporting Coordinator will refer the allegation(s) and complaint information to the Employee Relations Branch (ERB) servicing Human Resources Specialist. The servicing Human Resources Specialist will coordinate and referral this information to the appropriate manager and perform a Fact-Finding Inquiry. Unless otherwise designated, the alleged harasser's manager will serve as the Factfinder during the inquiry process. If a conflict of interest exists, it is the responsibility of the alleged harasser's manager to designate an appropriate Factfinder to conduct an inquiry into the allegations raised. Factfinders must not be a subordinate of any official involved in the matter under investigated.

(ii) Within two (2) business days of receiving the report of harassment from the RD Anti-Harassment Complaint Reporting Coordinator, the servicing ERB Human Resources Specialist will (1) notify the appropriate management official and others with perform the following actions:

(A) Notify the appropriate management official, and others with a need to know, of the complaint.

(B) Advise the appropriate management official(s) to initiate the inquiry within two (2) business days and prevent any retaliation before, during and after the fact-finding process. The officials involved in the fact-finding process should consider taking interim remedial action(s) when the alleged victim requests it or when the allegations involve a situation that would be intolerable for a reasonable person.

§ 2045.1854(c) (1) (Con.)

(iii) The fact-finding process will commence within two (2) business days of the Factfinder receiving notification of the harassment allegations. The Factfinder will completed the fact-finding process no later than 10 business days from the date of notification, unless they need to request an extension in accordance with these procedures.

(A) The servicing ERB Human Resources Specialist will provide the appropriate management official and other parties who have a "need to know" with information provided in the initial report of alleged harassment.

(B) The fact-finding process will determine whether the allegation violates the RD Anti-Harassment Policy. The process may consist of multiple areas of inquiry, which includes conducting interviews, obtaining documents, reviewing regulatory requirements, etc. Those officials involved in the fact-finding process will documented their activities by preparing a written report summarizing their findings.

(C) All employees must fully cooperate in the process as requested by the Factfinder, which includes providing statements, documents, relevant information, etc. The Factfinder will document any individual's refusal to cooperate in the fact-finding process and notify the individual's supervisor or manager of their failure to cooperate. The supervisor/manager will consult with the servicing ERB Human Resources Specialist for determination of appropriate action.

(D) All information gathered during the fact-finding process will remain confidential to ensure the privacy of those involved and shared strictly on a "need to know" basis. The maintenance of gathered information and any disclosures of information will comply with the [Privacy Act, 5 U.S.C. 552a..](#)

(E) The Factfinder will consult with the appropriate servicing ERB Human Resources Specialist for assistance in conducting the fact-finding process. The Factfinder will consult with the ERB Human Resources Specialist to determine the severity of the alleged misconduct, appropriate, required administrative action(s), and/or for any additional assistance. Factfinders will submit an HR Service Request using the authorized SharePoint site at [SharePoint site](#).

**NOTE:** Factfinders, who are not the alleged harasser's manager, must not consult directly with the servicing ERB Human Resources Specialist regarding the findings resulting from the inquiry. Instead, the designated Factfinder will provide their report of findings to the alleged harasser's manager, who will consult with the appropriate servicing ERB Human Resources Specialist for any additional assistance required.

(F) The Factfinder will request an extension from the servicing ERB Human Resources Specialist if they require an extension of the fact-finding process. The Factfinder will send a copy of the request to the email address designated for Complaint Reporting intake at [AHCRC@USDA.GOV](mailto:AHCRC@USDA.GOV). The written request must include specific justification for the extension. The servicing ERB Human Resources Specialist will response to the request within two (2) business days of receipt. The servicing ERB Human Resources Specialist can granted extensions on a case-by-case basis.

(iv) Within five (5) business days after completing the fact-finding process, the Factfinder will provide a copy of the final report and all supporting documentation and evidence to the servicing ERB Human Resources Specialist and to the alleged harasser's manager (if the Factfinder is not the manager).

§ 2045.1854(c) (1) (iv) (Con.)

(A) In consultation with the servicing ERB Human Resources Specialist, the alleged harasser's manager will determine what corrective and/or disciplinary action(s), if any, will be required and take necessary action. The alleged harasser's manager will also determine if referral to the USDA Office of Inspector General is necessary, should the fact-finding process reveal sufficient evidence of harassment that may involve criminal activity.

(B) Should the alleged harasser's manager determine corrective and/or disciplinary action is necessary, the alleged harasser's manager will consult with the servicing ERB Human Resources Specialist no later than five (5) business days from receipt of the final report.

(v) Within five (5) business days after receiving a copy of the final report and supporting documentation/evidence, the alleged harasser's manager, with assistance from their servicing ERB Human Resources Specialist, will prepare and issue close-out notifications to the alleged victim and alleged harasser. The notification will state that the servicing ERB Human Resources Specialist referred the allegations to a Factfinder (identified by name, position, organizational location), who completed the Fact-Finding Inquiry Process.

NOTE: To protect the privacy of all parties involved in the matter, the close-out letters will not disclose information about any subsequent administrative or disciplinary action taken, if applicable.

§ 2045.1855 **Responsibility:**

- (a) Employees and individuals performing work on behalf of RD must:
- (1) Refrain from engaging in harassing conduct and adhere to a standard of conduct that is respectful and courteous to others.
  - (2) Complete all mandatory anti-harassment training.

(3) Understand the provisions of these procedures and adhere to the requirements outlined therein.

(4) Promptly report incidents of harassment known or witnessed in accordance with the requirements in this procedure. Any employee who believes they were subjected to harassment, or witnessed harassment, must report such actions to a management official or the Anti-Harassment Complaint Reporting Coordinator.

(5) Cooperate with any inquiry/investigation regarding any allegation of harassment. [Departmental Regulation 4200-001](#), Employee Responsibilities and Conduct, Subpart B, Section 20 (c), requires employees to participate and cooperate in official administrative inquiries/investigations. Failure to cooperate with an inquiry/investigation under these procedures will not prevent the Agency from addressing an allegation of harassment. However, an employee's failure to cooperate may result in the inquiry/investigation being closed without the non-cooperating employee's input.

(b) Management Officials must perform the following actions:

(1) Notify employees of RD's Anti-Harassment Policy and Procedures.

(2) Cooperate and collaborate with the Civil Rights Office and the Office of Human resources to ensure all employees:

(i) Receive training on harassment awareness and prevention.

(ii) Know the procedures for addressing harassment.

(iii) Comply with the requirements outlined in this procedure.

(3) Take action to prevent harassment by maintaining a work environment that is free of harassment and inform to employees that RD will not tolerate harassment.

(4) Upon observing or being aware of allegations of harassment, handle all notifications in accordance with the procedure outlined in this instructions.

§ 2045.1855(b) (Con.)

- (5) Contact the appropriate servicing ERB Human Resources Specialist for guidance and assistance.
- (6) Within two (2) days upon receipt of a harassment allegation, initiate inquiries/investigation into the allegation(s) in accordance with this procedure.
  - (i) Serve as Factfinder, or designate the Factfinder, to conduct inquiries in a prompt, thorough, and impartial manner consistent with the instructions outlined in this procedure.
  - (ii) When appropriate, refer allegations of harassment that involving criminal activity to the appropriate party (local law enforcement, USDA Office of Inspector General, etc.).
- (7) Take prompt and effective action to stop harassing behavior immediately. Pending the outcome of the management inquiry, consider interim measures, such as a mutual agreement for telework, detail, or approving requested leave which will separate the alleged harasser(s) from the affected employee(s). If separation of the parties is necessary, management officials should not be moved detail, transfer, or reassign the affected employee(s) unless requested.
- (8) Within five (5) business days after receiving final reports, with assistance from their servicing ERB Human Resources Specialist, prepare and issue close-out notifications to the alleged victim(s) and alleged harasser(s). These notifications will state the complaint/allegation(s) was referred to a Factfinder (identified by name, position, organizational location), who has completed the Fact-Finding Inquiry Process.
- (9) Coordinate and consult with the servicing ERB Human Resources Specialist to hold individuals that are found to have engaged in harassment (EEO and non-EEO related) accountable for their actions by implementing the appropriate corrective action(s), as necessary. Consultation with the servicing ERB Human Resources Specialist will commence within five (5) business days of receipt of final reports.
- (10) Enforce the Anti-Harassment Policy and Procedures.
- (11) Evaluate subordinate Supervisors and Managers on their performance under the Anti-Harassment Policy.



(12) Promote management and employee efforts to eliminate harassment.

(13) Provide periodic notification to employees concerning prohibitions against harassment, methods for reporting incidents, and procedures for filing complaints and grievances.

(14) Display or make copies of relevant policies and procedures available within the office and on RD's internet and SharePoint sites.

(c) The Anti-Harassment Program Complaint Reporting Coordinator will perform the following action:

(1) Receive allegations of harassment directly from alleged victims and employees who believe they were confronted with, and/or witnessed such harassment, and from management officials who observe or receive reports of alleged harassment.

(2) Within two (2) business days of receiving notification of a harassment allegation(s), provide this information to the servicing ERB Human Resources Specialist.

(3) Maintain records of complaints received and actions taken toward resolution.

(4) Comply with all the requirements outlined in these procedures.

(d) Factfinders will perform the following actions:

(1) Not be implicated in any way in the alleged harassment.

(2) Not be subordinate to any employee named as an alleged offender in the complaint.

(3) Be objective, impartial, and competent to conduct the fact-finding inquiry.

(4) Within two (2) business days of receipt of notification of harassment allegations, initiate an inquiry in a prompt and thorough manner.

§ 2045.1855(d) (Con.)

(5) Create a plan of inquiry/investigation; conduct interviews and obtain written statements; collect available evidence; and prepare a thorough, impartial, accurate and well-written report summarizing the findings.

(6) Maintain confidentiality and only share information with other individuals who have a need to know.

(7) Complete the fact-finding processing within ten (10) business days in an impartial manner and refrain from making any recommendations for disciplinary action in the final report. An appropriate management official will consult with the servicing ERB Human Resources Specialist before making any recommendation(s) for subsequent disciplinary action.

(8) Within five (5) business days after completing the inquiry, the Factfinder will prepare a report in accordance with this procedure. The Factfinder will forward a copy of the final report along with supporting documentation/evidence to the servicing ERB Human Resources Specialist and the appropriate manager (if the Factfinder is not the supervisor/manager of the alleged harasser).

(e) Servicing ERB Human Resources Specialists will perform the following actions:

(1) Within two (2) business days of receiving the report of harassment from the RD Anti-Harassment Complaint Reporting Coordinator, refer to report of harassment to the appropriate management officials.

(2) Consult with Factfinders to provide any assistance in conducting the inquiry process, if requested.

(3) Upon receipt, review and assess the Factfinder's final report; make any necessary recommendations to the appropriate management official.

(4) Coordinate and consult with management official(s) to prepare appropriate corrective and/or disciplinary actions, if applicable.

(5) Prior to issuance, review close-out notices prepared by management officials notifying the alleged victim and the alleged harasser of the harassment complaint process and outcome of the fact-finding inquiry.

(f) The Director, Civil Rights Office will perform the following actions:

(1) Provide technical assistance and support to ensure compliance with RD's Anti-Harassment Policy.

(2) Disseminate the Anti-Harassment Policy and Procedures to all Agency employees annually.

(3) Ensure the Anti-Harassment Program Complaint Reporting Coordinator receives referrals of EEO complaint involving allegations of harassment for simultaneous processing in accordance with RD's Anti-Harassment Policy and Procedures.

(3) Collaborate with the Director of RD's Human Resources Office to perform the following:

(i) Establish and implement Anti-Harassment policies and procedures for RD.

(ii) Develop, coordinate, and conduct Anti-Harassment Training for employees, supervisors and managers.

(g) The Director, Human Resources Office will perform the following actions:

(1) Provide oversight, technical assistance, and support to ensure compliance with RD's Anti-Harassment Policy.

(2) Collaborate with the Director of RD's Civil Rights Office to:

(i) Establish and implement Anti-Harassment policies and procedures for RD.

(ii) Develop, coordinate, and conduct Anti-Harassment Training for employees, supervisors, and managers.

(iii) Ensure responsibilities of ERB Human Resources Specialists are followed.

§ 2045.1855 (Con.)

(h) The Agency Head shall ensure the effective implementation of RD's Anti-Harassment Policy and Procedures.

§ 2045.1856 - 2045.1900 [RESERVE]

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