



FEDERAL MARITIME COMMISSION

800 North Capitol Street
Washington, DC 20573-0001

December 3, 2015

MEMORANDUM

FOR: All FMC Employees

SUBJECT: Prevention and Elimination of Harassing Conduct in the Workplace

The Federal Maritime Commission (FMC) is committed to maintaining a workforce environment that is free of harassing conduct predicated on race, color, religion, sex (either sexual or non-sexual, including pregnancy and gender stereotyping), national origin, age (40 years and older), disability (physical and/or mental), genetic information, and/or retaliation for opposing discrimination or participating in the Equal Employment Opportunity (EEO) process.

Inappropriate behavior becomes illegal harassment when it is unwelcome, severe enough to alter an individual's working conditions, and based on one or more of the above factors. All personnel must refrain from participating in conduct that offends, intimidates, or interferes with the work performance of others.

Personnel who encounter harassing conduct are encouraged to immediately inform the responsible individual that the conduct is inappropriate, offensive, and unwelcome. Harassing conduct may also be reported to an immediate supervisor or next level in the chain of command, the Office of EEO, or the Office of Human Resources.

Each Commissioner, Director, Supervisor, and Manager must take proactive measures to prevent harassment and ensure individuals are not subjected to reprisal for raising concerns of harassment. The Commission has an obligation to conduct a prompt, thorough, and impartial inquiry into harassment matters. If there is evidence of misconduct, immediate and appropriate corrective action, up to and including removal of the harasser, shall be taken.

Unlawful harassment diminishes an organization's morale, impacts productivity, and impedes progress toward achieving performance goals. The Office of EEO is available to advise all FMC personnel on anti-harassment and other EEO-related matters. The Office of EEO also provides alternative dispute resolution services for all workplace disputes. For more information, contact the Office of EEO at (202) 523-5859/5806 or eeo@fmc.gov.

Mario Cordero
Chairman