

(Rev. 07-89)

Memorandum

TO : All Employees

DATE: March 4, 2011

FROM : Chairman

SUBJECT: 2011 Prevention of Harassment Policy Statement

The Federal Maritime Commission is committed to preventing and eliminating all types of harassment by anyone in the workplace, including supervisors, coworkers or non-employees, based on sex (with or without sexual conduct) race, color, religion, national origin, age, disability, sexual orientation, protected genetic information, parental status or protected EEO activity. Any conduct that (1) creates an intimidating, hostile or offensive working environment; (2) unreasonably interferes with work performance; or (3) adversely affects employment opportunity is a violation of Federal Civil Rights laws and will not be tolerated.

Employees who believe that they have been victims of harassment may, without fear of reprisal, seek the immediate assistance of a management official. Employees can also contact an equal employment opportunity counselor or the Director of the Office of Equal Employment Opportunity. Executives, managers, and supervisors who become aware of harassment must be vigilant in taking immediate and appropriate corrective action to ensure that the harassment stops and does not recur. Violations of the law prohibiting harassment or violations of this policy will result in appropriate disciplinary actions against the offenders, up to and including dismissal. This also includes cases where a manager or supervisor should have known about the harassment and failed to take prompt and appropriate corrective action.

Retaliating or discriminating against an employee for reporting or cooperating with any discriminatory harassment inquiry is also prohibited and will result in appropriate disciplinary action. All of us are responsible for treating one another with dignity and respect, and contributing to a workplace free from harassment in any form. I am confident that each of you shares this commitment and will not compromise our mission by engaging in unprofessional behavior or illegal discrimination.

Richard A. Lidinsky, Jr.

Chairman