

# Memorandum

**TO:** All Employees **Date:** February 20, 2020

**FROM:** Chairman Khouri

**SUBJECT:** Prevention and Elimination of Harassing Conduct in the Workplace

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

It is the FMC's policy to take immediate and appropriate action after an allegation of harassment is made or a determination that harassing conduct has occurred. All employees are required to immediately report possible incidents of harassment to their immediate supervisor or the next level in their chain of command, the Office of Equal Employment Opportunity (OEEO), or the Office of Human Resources. Employees who make a good faith report of harassing conduct or who assist in any inquiry regarding such a report are protected from retaliation. Upon receipt of such a report, the appropriate management official will investigate the allegations and take appropriate corrective or disciplinary action, up to and including removal, to ensure that no further harassing conduct occurs. Reports of harassment and documents concerning the investigation are to be kept confidential to the fullest extent possible.

This policy is separate and apart from any statutory complaint process that also covers harassment, such as the EEO complaint process. To initiate the EEO complaint process, an employee must contact an EEO counselor within 45 calendar days of the alleged harassment.

For further information about the FMC's policy on anti-harassment and for technical advice on anti-harassment and other EEO-related matters, please contact the OEEO at (202) 523-5859/5806 or email [eeo@fmc.gov](mailto:eeo@fmc.gov). The OEEO also provides alternative dispute resolution services for all workplace disputes.