

## Memorandum

**TO:** All Employees

**DATE:** June 3, 2025

**FROM:** Chairman Louis E. Sola



**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; religion; sex; national origin; age; disability; genetic information; pregnancy, childbirth, or related medical conditions; or retaliation for opposing discrimination or participating in the equal employment opportunity (EEO) complaint process.

All FMC employees and members of the public engaged in official business with the FMC have the right to an environment free from any kind of harassment and are required to comply with this policy. All FMC employees must refrain from engaging in unwelcome, harassing or hostile conduct; and inform their supervisor, another management official, or the Office of Human Resources (OHR), if subjected to unwelcome, harassing or hostile conduct.

Any person who believes that they have been harassed or witnessed harassing conduct should report the incident to their supervisory chain, Inspector General, Human Resources Director, or the EEO Director. When an allegation of harassment is reported, the FMC will:

- Conduct an immediate preliminary inquiry;
- Notify appropriate officials of the reported allegation;
- Perform further investigation and/or fact finding, as appropriate;
- Notify the alleged harassee of the completion and outcome of the process; and
- Take corrective action, if warranted.

Any employee who has been found by the FMC to have engaged in harassment of any kind will be subject to appropriate disciplinary actions, which may include dismissal from Federal service. All actions taken to resolve issues of harassment will be confidential.

This policy applies to the full range of harassing conduct including but not limited to workplace bullying and sexual harassment. Acts of retaliation against employees or

applicants who engage in protected activity, such as reporting or opposing discrimination or harassment, participating in the EEO process, or requesting a reasonable accommodation, will *not* be tolerated at FMC. Importantly, the FMC will take prompt action when an FMC employee, agent of FMC, or non-employee is found to have engaged in discrimination, retaliation, or harassment (including sexual harassment).

All managers, supervisors and executives are responsible for implementing this harassment policy. If the FMC receives an allegation of harassment or has reason to believe that harassment is occurring, we will take the necessary actions to ensure that the matter is promptly addressed.

The FMC Anti-Harassment Policy and Procedures are further detailed in [Commission Order-128](#). This harassment 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. The Office of Equal Employment Opportunity (OEEEO) is available for questions or concerns about 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 OEEEO at (202) 523-5859 or email [EEO@fmc.gov](mailto:EEO@fmc.gov). The OEEEO also provides alternative dispute resolution services for all workplace disputes.