



## **NON-HARASSMENT GUIDELINES**

Our policy is to provide work and service environments free from sexual, racial, national origin, or religious harassment.

**Whether in Corporation offices or campuses, in other work- or service-related settings such as service sites, training sessions, or work- or social-related social events, such harassment is unacceptable and will not be tolerated.**

### **SEXUAL HARASSMENT**

*Unwelcome* sexual advances, requests for sexual favors or any verbal, physical or graphic conduct of a sexual nature constitute sexual harassment when:

- Submission is explicitly or implicitly a term or condition of employment or service;
- Submission or rejection is a basis for work or service decisions; or
- The conduct has the purpose or effect of unreasonably interfering with work or service performance or creating an intimidating, hostile or offensive work or service environment.

### **RACIAL, NATIONAL ORIGIN OR RELIGIOUS HARASSMENT**

Slurs and other verbal or physical conduct relating race, national origin or religion also constitute harassment when that conduct's purpose or effect is to interfere with work or service performance or create an intimidating, hostile, or offensive work or service environment.

## **THE KEY TO HARASSMENT IS THE CONDUCT IS UNWELCOME**

Sexual harassment includes, but is not limited to, unwelcome conduct such as:

- Explicit or implicit demands for sexual favors in return for service or employment benefits
- Letters, phone calls, or distribution or display of sexual materials
- Physical sexual assaults
- Deliberate touching, leaning over, cornering or pinching
- Sexually suggestive looks/gestures
- Pressure for sexual favors or dates
- Sexual teasing, jokes, remarks or questions

The harasser must be told or notified the conduct is unwelcome. Saying “No” or “I’m not interested” is sufficient notification. Notification may be made by the victim or management. If the conduct continues, it becomes sexual harassment.

### **HARASSMENT APPLIES TO CONDUCT:**

- by persons of the same or different races, sexes, religions, or ethnic origins
- by a victim’s supervisor or a supervisor who does not supervise him or her
- by a Corporation employee or agent, or a project’s or site’s supervisor, employee or agent
- by a non-employee (e.g., client), a co-worker or service member

Harassing conduct need not be directed at the victim. Conduct directed at another may create an offensive environment for co-workers. Sexual harassment includes giving favorable treatment to those who grant sexual favors.

A man may be the victim of sexual harassment. A woman may be a sexual harasser. The victim and harasser may be of the same sex. No economic loss is required for harassment to exist.

## MANAGEMENT'S RESPONSIBILITIES

- take immediate action to prevent or stop any harassment of employees, service members, or clients.
- subject any Corporation employee who violates this policy, or asserts a false claim of harassment with a malicious intent, to appropriate disciplinary action, up to and including termination.
- subject any project which permits prohibited harassment to a finding of noncompliance and administrative procedures, which may result in termination of federal financial assistance from the Corporation and all other federal agencies.

## EMPLOYEE AND SERVICE MEMBER'S RESPONSIBILITIES

- ensure his or her conduct does not subject another person to any form of prohibited harassment.
- put the harasser or management on notice when subjected to harassing conduct.

## CLAIMS OF HARASSMENT

The Corporation encourages, but does not require, persons to first bring harassment concerns to appropriate department or project personnel. Management should facilitate prompt resolution of these concerns.

At any time, persons who believe they have been subjected to harassment in violation of non-harassment provisions of applicable laws, regulations or this policy may raise their concern claim with the Corporation's Office of Civil Rights and Inclusiveness (OCRI). However, claims not brought to OCRI within 45 days of occurrence may not be accepted in a formal complaint of discrimination.

The Corporation does not retaliate, or tolerate any attempt at retaliation, against a person who raises harassment concerns in good faith.

OCRI may be reached at:

(202) 606-7503 (voice), (202) 565-2799 (TDD), [eo@cns.gov](mailto:eo@cns.gov), or through [www.nationalservice.gov](http://www.nationalservice.gov).

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