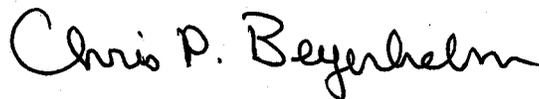


For: FSA Employees and Contractors

**Anti-Harassment Policy Statement Training**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The U.S. Department of Agriculture (USDA) strongly supports the rights of all its employees to work in an environment that is free from all forms of harassment, including sexual harassment. Secretary Thomas Vilsack released an anti-harassment policy statement dated July 1, 2015 (Exhibit 1).

**B Purpose**

This notice informs all employees, contractors, volunteers, and committee members they are required to certify they have read and understand the USDA anti-harassment policy statement. The item titled USDA Anti-Harassment Policy will be placed on all employees and non-employees AgLearn to-do list and must be completed by **January 29, 2016**.

<b>Disposal Date</b>  April 1, 2016	<b>Distribution</b>  FSA Employees and Contractors; State Offices relay to County Offices
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### 1 Overview (Continued)

#### C Contact

For questions regarding:

- eAuthentication (eAuth) pertaining to account passwords, usage, and maintenance contact the eAuthentication help desk by either of the following:
  - e-mail at **eAuthHelpDesk@usda.gov**, or
  - telephone at 800-457-3642
- AgLearn courses and accounts, contact the AgLearn help desk by either of the following:
  - e-mail to **AgLearnHelp@genphysics.com**, or
  - telephone at 866-633-9394.

The following are other resources for assistance.

<b>IF located in...</b>	<b>THEN contact...</b>
county office	the state AgLearn administrator or training coordinator.
state office, Kansas City, St. Louis, or APFO	Mark Nelson by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>mark.nelson@kcc.usda.gov</b>, or</li><li>• telephone at 816-929-3420.</li></ul>
national office	Marie Hubbard by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>marie.hubbard@wdc.usda.gov</b>, or</li><li>• telephone at 202-401-0373.</li></ul>

**Notice PM-2954**

**2 Completing Anti-Harassment Policy Training**

**A Accessing and Completing Training in AgLearn**

<b>Step</b>	<b>Action</b>
1	Access AgLearn at <a href="http://www.aglearn.usda.gov">www.aglearn.usda.gov</a> .
2	Click login.
3	Click login with your LincPass or enter user ID and password and click login.
4	On the AgLearn home tab the user's to-do list will be displayed. Place the cursor over the course title USDA Anti-Harassment Policy and click go to content.
5	Select the appropriate item and click submit. Select the next button to close the window and return to the online content structure page.
6	After the course has been completed, return to the home tab.
7	The course title will no longer be displayed on the to-do list. Click the completed work link to verify completion.  <b>Note:</b> To view completed work the Internet Explorer zoom setting must be on 100 percent.

**B Recording Paper-Based Training Completion**

Committee members and field assistants that do not have access to the AgLearn system must complete the paper-based course. A signed document confirming they have read the policy must be submitted to the county executive director or the state AgLearn administrator to record in AgLearn that the training has been completed. The item ID for recording the paper-based course is USDA-Anti-Harassment-Policy-PR. A paper copy may be obtained on the Deputy Administrator for Field Operations (DAFO) website at: <http://fsaintranet.sc.egov.usda.gov/fsatraining/>.

**Anti-Harassment Policy Statement**

United States Department of Agriculture

Office of the Secretary  
Washington, D.C. 20250

**U.S. Department of Agriculture  
Anti-Harassment Policy Statement**

The U.S. Department of Agriculture (USDA) strongly supports the rights of all its employees to work in an environment that is free from all forms of harassment, including sexual harassment. As Secretary, I am committed to maintaining an environment that encourages and fosters respect for individual values and appropriate conduct among all employees.

USDA must maintain an environment free from unlawful harassment. Harassing conduct has no place at USDA, and this policy strives to prevent and eliminate such conduct. Harassment prohibited by this policy is any verbal or physical conduct that is unwelcome, humiliating, or demonstrates hostility or aversion towards a person based on race, color, religion, national origin, age (40 and over), sex, sexual orientation, disability, gender identity, political beliefs, marital, familial or parental status, genetic information, or reprisal (retaliation) for prior Equal Employment Opportunity (EEO) activity. It is behavior that creates an intimidating, hostile, or offensive work environment and interferes with work performance or otherwise alters the terms and conditions of employment. Prohibited conduct includes, but is not limited to, bullying, slurs, negative stereotyping, threats, intimidation, written or verbal disrespectful comments, and graphic material that insults an individual or protected group.

One form of prohibited harassment is sexual harassment. It is any unwelcome sexual advance, request for sexual favors, or other verbal or physical harassment of a sexual nature, where submission to such conduct is made a term or condition of one's employment, or submission to or rejection of such conduct is used as a basis for employment-related decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

USDA will uphold a zero-tolerance policy for any form of harassment, including sexual harassment. I will apply this policy equally among all USDA employees, and I will hold managers and supervisors accountable for maintaining a work atmosphere free of harassment. All managers and supervisors should monitor the workplace to prevent unlawful harassment. When managers and supervisors become aware of incidents involving any type of harassment, they must take immediate and appropriate corrective action to enforce this policy.

USDA continues to be committed to fostering an environment where employees report any incidents of harassment without reservation. USDA maintains its commitment to fairly and promptly investigate and resolve reports of harassment. All employees who

An Equal Opportunity Employer

**Anti-Harassment Policy Statement (Continued)**

experience or witness workplace harassment are encouraged to notify their first-line or second-line supervisor, the offending person's supervisor, or any office or official identified in their agency's anti-harassment policy. Reporting sexual harassment is everyone's responsibility, including those who observe such conduct, and reports should be made through these same channels. If an employee believes there is harassment based on one of the protected classes listed above, s/he may file an EEO complaint. Managers and supervisors must ensure that an employee who reports or files a complaint of harassment, or provides information related to harassment complaints, is not retaliated against in any form. Retaliation is strictly prohibited.

Reports of harassment and retaliation will be treated seriously, investigated impartially, and treated confidentially to the extent possible. USDA employees seeking to file an EEO complaint of sexual harassment, or harassment on any of the bases stated above, or retaliation, must contact an EEO counselor within 45 calendar days of the incident of alleged harassment or retaliation. More information on the EEO complaint process is found at [http://www.ascr.usda.gov/complaint\\_filing\\_emp.html](http://www.ascr.usda.gov/complaint_filing_emp.html). Any employee who is found to have harassed or retaliated against another will be subject to disciplinary or adverse personnel action, up to and including termination.

I strongly affirm my commitment to cultivating a work environment free of harassment, where every USDA employee can be fully engaged, respected, and valued.



Thomas J. Vilsack  
Secretary  
JUL 1 2015