



United States Department of Agriculture  
Farm Production and Conservation  
Risk Management Agency

## RISK MANAGEMENT AGENCY SEXUAL HARASSMENT POLICY STATEMENT

As your Acting Administrator, I am firmly committed to ensuring all Risk Management Agency (RMA) employees are provided with a workplace that is free from unwelcome sexual advances and from reprisal for reporting incidents of sexual harassment. Sexual harassment is illegal and is a form of prohibited sex discrimination that violates Title VII of the Civil Rights Act of 1964, as amended. RMA's sexual harassment policy also applies to vendors, contractors and third parties.

Sexual harassment is defined as unwelcome conduct that is sexual in nature; sexual advances; requests for sexual favors when submission to or rejection of such conduct is a term or condition of employment or the basis for employment decisions; verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual's employment; unreasonably interferes with an individual's work performance; or creates an intimidating, hostile or offensive work environment.

Examples of prohibited sexual conduct includes, but is not limited to, sexual innuendoes or comments about a person's clothing, body or sexual activities; obscene gestures; requests and/or demands for sexual favors in exchange for favorable treatment (i.e., promotion, work assignments, awards, etc.); continued employment; pressure for dating, romantic or intimate relationship; stalking or whistling; sexually-oriented jokes; email, photos, posters, and internet use that is sexual in nature; and physical contact of a sexual nature such as inappropriate touching, patting, pinching, massaging, fondling, kissing, or grabbing.

All RMA employees must maintain a work environment free of sexual harassment. Any RMA employee, including managers and supervisors, who is found to have engaged in prohibited sexual harassment will be subject to immediate disciplinary action, up to and including termination.

RMA managers and supervisors are responsible for enforcing this policy and must take immediate, appropriate and corrective action to stop the prohibited sexual harassment. Any RMA manager and/or supervisor who tolerates, knows about or should have known of such prohibited sexual harassment and fails to take immediate, appropriate and corrective action will be subject to disciplinary action, up to and including termination.

Any employee who believes he or she has been subjected to any form of prohibited sexual harassment should, within **45 calendar days** of the alleged incident, immediately report the incident to a manager, supervisor or someone in the employee's supervisory chain who *must* take immediate, appropriate and corrective action to stop the sexual harassment. If the sexual harassment continues after it has been reported, or if immediate, appropriate and corrective action is not taken, the employee *must* contact RMA's Equal Employment Opportunity (EEO) Counselor or Civil Rights Director to report the sexual harassment. It is expected that employees may exercise their rights of reporting prohibited sexual harassment without fear of reprisal.

/s/ Heather Manzano  
Heather Manzano  
Acting Administrator

March 30, 2018  
Date