



SUBJECT: Prevention of Workplace Harassment Policy Statement

Enhancing and maintaining a workplace that is conducive to safety and success for all is among my highest priorities. The Smithsonian Institution prohibits workplace harassment. Unlawful harassment based on race, color, religion, sex (including gender identity, gender stereotyping, pregnancy, and sexual orientation), national origin, age, disability, genetic information, parental status, or marital status and retaliation for reporting workplace harassment will not be tolerated.

Workplace harassment is defined as unwanted or unwelcome conduct, whether verbal, written, or physical in nature that a reasonable person would find denigrating or objectionable when:

- Enduring the offensive conduct becomes a condition of continued employment; or
- Such conduct is severe and or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Employees, contractors, and affiliated persons (e.g., interns, research associates, fellows, and volunteers) are responsible for appropriate professional conduct and behavior and cooperating in the enforcement of this policy. Supervisors and sponsors are responsible for maintaining a work environment free of harassment. Individuals engaging in conduct that violates this policy will be subject to appropriate disciplinary measures up to, and including, removal or disassociation from the Smithsonian.

To achieve the goals of this policy, every supervisor must complete the EEO for Supervisors training and non-supervisory employees must complete Prevention of Workplace Harassment training. Every employee, regardless of the level of responsibility, must complete refresher training every three years.

To prevent and remedy incidents of workplace harassment, the Smithsonian must be made aware of the conduct or behavior. The Smithsonian will protect the privacy of individuals and the confidentiality of information related to allegations of harassment to the extent possible. Information will be provided only to those who have a need to know in order to carry out their responsibilities.

Reported workplace harassment will be addressed immediately. Individuals who believe they are being harassed on the job are encouraged to:

- Tell the harasser (orally or in writing) to stop, keep a record of the events, report the behavior to a supervisor or manager, and cooperate in the inquiry; or
- Immediately discuss the issue with someone in their supervisory chain to determine the course of action.

Individuals who do not feel comfortable discussing the issue within their immediate chain of supervision are encouraged to contact the Office of Equal Employment and Supplier Diversity

(OEESD), the Employee Assistance Program (EAP), the Ombuds, the union, or SI Civil Coordinator at (202) 633-6379 or sicivil@si.edu, the SI Civil Hotline at (202) 633-6620.

The new SI Civil Program, implemented in January, has provided a platform for employees and affiliated staff to communicate workplace concerns and facilitate the resolution of those concerns as quickly as possible. The SI Civil Program manages both [Smithsonian Directive 217, Workplace Violence Prevention Policy](#) and the new [Smithsonian Directive 225, Anti-Harassment Policy](#), the [associated handbook](#), and other guidance materials. SI Civil was developed as a resource that employees and affiliated staff may use to report threats of violence, incidents of intimidation, or harassment, and get information about appropriate next steps. Raising an allegation with the SI Civil Program is not equivalent to or in lieu of filing an EEO complaint of discrimination or a grievance under the administrative or negotiated procedures included in the applicable Collective Bargaining Agreement. Individuals are encouraged to visit the [SI Civil website](#) to learn more about this program and how to report incidents of workplace harassment.

Additional guidance is available in [Smithsonian Directive 214, Equal Employment Opportunity Program](#) and the [associated handbook](#). Related questions or requests for services and information should be directed to the Office of Equal Employment and Supplier Diversity, 600 Maryland Avenue, S.W. Suite 7078, (MRC 521), Washington, DC 20013-7012; (202) 633-6430.

The Smithsonian Tropical Research Institute (STRI) has a separate complaint process available for their employees and applicants who are outside of the U.S. and are not US citizens. For more information, please contact the STRI Office of Human Resources and/or the SI Civil Program to learn more about the STRI reporting process.

The Smithsonian is committed to being a welcoming, inclusive, and safe place for all. We will never waver from that commitment. I am inspired by what is possible when we all work together toward our shared future.



Lonnie G. Bunch III
Secretary

DISTRIBUTION: All Employees