

# IT'S ON US

## To Prevent Workplace Harassment

The Department of Justice has **zero tolerance** for workplace harassment, which is defined as conduct that is based upon an employee's:

race, color, religion, national origin, sex, age, sexual orientation, disability (physical or mental), gender identity, protected genetic information, pregnancy, status as a parent, marital status, political affiliation, or any other nonmerit based factor, **and**:

- explicitly or implicitly affects an individual's employment,
- unreasonably interferes with an individual's work performance, and/or
- creates an intimidating, hostile, or offensive work environment.

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### **Who commits harassment?**

Harassers can be supervisors, co-workers, or contractors.

### **Who is affected by harassment?**

A "victim" of harassment does not have to be the person harassed; anyone can be affected by an offensive working environment.

### **Harassment can include:**

- Jokes, slurs, epithets, name-calling
- Intimidation, insults, or threats
- Physical or violent confrontations
- Offensive objects or pictures in the workplace
- Inappropriate conduct outside of the workplace that adversely affects others in the Department or its mission
- Conduct through electronic means, e.g., sending offensive or repetitive e-mails or offensive use of social media

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**If you see something, say something:** Workplace harassment undermines the mission of the Department of Justice. Employees who are aware of harassing behavior should immediately report it to:

1. A supervisor or higher-level manager;
2. The Human Resources or personnel officer in their component or office;
3. Other individuals identified by the component or office to manage harassment allegations; or
4. The Office of Inspector General or Component investigating offices such as an Office of Professional Responsibility or Inspections Division.

The Department will not tolerate retaliation against any employee for making a good-faith report of harassing conduct or for participating in any inquiry about such a report. The Department will protect the confidentiality of employees bringing harassment claims to the extent possible.

Employees in a collective bargaining unit may seek assistance through appropriate provisions of their collective bargaining agreement. Employees who want to file a formal EEO complaint of harassment and preserve their legal rights must contact their servicing EEO Office within **45 days** of occurrence of the conduct believed to be unlawful harassment.

### **Contact Information for EEO, DOJ-OPR, and OIG:**

DOJ Component EEO Offices: <https://www.justice.gov/jmd/eeos-contacts>

OPR (when allegations involve an attorney): (202) 514-3365; <https://www.justice.gov/opr>

OIG Hotline: (800) 869-4499; <https://oig.justice.gov/>