



ARMED FORCES RETIREMENT HOME
3700 NORTH CAPITOL STREET NW
WASHINGTON, D.C. 20011

OFFICE OF THE CHIEF OPERATING OFFICER

January 19, 2024

MEMORANDUM FOR: EMPLOYEES, MANAGERS, AND SUPERVISORS OF THE ARMED FORCES RETIREMENT HOME (AFRH)

SUBJECT: 2024 Anti-Harassment Policy Statement

AFRH strives to create and maintain a work environment committed to honoring the diversity of the workforce and ensuring all employees are treated with dignity and respect. All employees must maintain a work environment free of intimidation and illegal harassment. Inappropriate behavior becomes illegal harassment when it is unwelcome, severe enough to alter an individual's working conditions, and is based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 years or older), disability, genetic information, and/or retaliation for EEO activity. Unlawful harassment extends to harassing comments posted on social media, including internet sites. All personnel must refrain from participating in conduct that is offensive, intimidating, or interferes with the work performance of others.

Employees who experience harassment **should** immediately inform the offending person the conduct is inappropriate, offensive, and unwelcome. Employees should also report the harassment to a direct supervisor or a manager at the higher level in their **chain of command**, our servicing EEO counselors, or the Human Resources Office. Claims of harassment will be held confidential by all personnel to the greatest extent possible.

We must maintain high standards of honesty, integrity, and conduct to ensure the public trust. Managers and supervisors must proactively prevent harassment and protect employees from reprisal for reporting such activity. When harassment concerns are raised, the Agency must act swiftly and fairly, conduct a prompt, thorough and impartial inquiry into the matter. When related misconduct is substantiated, disciplinary action will be taken, up to and including removal of the harasser from Federal service.

Harassment adversely affects morale and productivity, impedes our mission and violates AFRH policy. All AFRH employees are required to attend anti-harassment and other EEO related training annually. Our goal is to foster a working environment wherein every employee exhibits the highest level of professional behavior and courtesy.


JOHN S. RISCASSI
Chief Operating Officer

Distribution:

All Employees (electronically)