



**Armed Forces Retirement Home  
Chief Operating Officer  
3700 N. Capitol Street, P.O. Box 1303  
Washington, DC 20011-8400**

December 3, 2012

**MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES OF  
THE ARMED FORCES RETIREMENT HOME**

**Subj: 2013 Policy Statement Regarding Prevention of Sexual Harassment**

As I begin my third year as the Chief Operating Officer of the Armed Forces Retirement Home (AFRH), I would like to reaffirm my continued support of AFRH's policy regarding the prevention of sexual harassment in the AFRH workplace. Sexual harassment is unacceptable conduct which will not be tolerated at the AFRH.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Individuals who feel they are victims of sexual harassment should make it clear that such behavior is both offensive and unacceptable. If the offending behavior does not stop immediately, it reoccurs, or if there is fear or reprisal, the affected employee(s) should report the harassment through appropriate supervisory channels, or to the Agency's servicing EEO Officer at (202) 433-2330. Allegations of such conduct will be treated seriously and the AFRH will take prompt, fair, and effective action.

Sexual harassment adversely affects morale and productivity, and it is illegal and violates AFRH policy. Our goal is foster a working environment wherein every employee exhibits the highest level of professional behavior and courtesy. Managers and supervisors must act swiftly and fairly when unacceptable conduct is observed or reported.

  
STEVEN G. MCMANUS  
Chief Operating Officer

Copy to:  
Servicing EEO Officer