



**Armed Forces Retirement Home  
Chief Operating Officer  
3700 North Capitol Street, N.W.  
Washington, DC 20011-8400**

July 22, 2019

**MEMORANDUM FOR MANAGERS, SUPERVISORS AND EMPLOYEES**

**SUBJECT: 2019 Policy Statement Regarding Prevention of Harassment**

Armed Forces Retirement Home (AFRH) is committed to honoring the diversity of the workforce and ensuring all employees are treated with dignity and respect. All employees should maintain a work environment free of discrimination 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 opposing discriminatory practices or participating in the Equal Employment Opportunity (EEO) process. 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 harassing conduct **should** immediately inform the offending person that 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 from reprisal employees who report 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 training on anti-harassment and other EEO related matters annually. Our goal is to foster a working environment wherein every employee exhibits the highest level of professional behavior and courtesy.

  
JAMES M. BRANHAM  
Chief Operating Officer