

September 5, 2024

Anti-Harassment Policy Statement

Our Commitment

NARA is committed to maintaining a work environment that is civil, courteous, respectful, and free from harassing or inappropriate behaviors for its employees, contractors, volunteers, visitors, interns, and customers. NARA will not tolerate harassment of any kind.

NARA has appropriate measures to prevent harassing and/or inappropriate behavior in the workplace. NARA's measures intend to correct harassing behavior before it becomes severe or pervasive and correct inappropriate behavior before it becomes harassing in nature. Harassing and/or inappropriate behavior does not need to rise to the level of unlawful harassment to be considered misconduct. Violations of NARA policy may result in administrative or disciplinary actions against offenders.

Harassment

Harassment is defined as any unwelcome verbal, non-verbal, or physical conduct based on race, color, sex (including sexual orientation, gender identity, or pregnancy), national origin, age (40 or older), disability, or genetic information (including family medical history), marital status, political affiliation, parental status, or retaliation when:

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

Unlawful harassment undermines the integrity of employment relationships and interferes with work productivity. Offensive conduct may include, but is not limited to, bullying, offensive jokes, slurs, epithets, name calling, derogatory or disrespectful remarks, spreading rumors, swearing, obscenities, incessant teasing, expressing or insinuating threats, threatened assault, hitting, punching, other unwanted touching, and malicious or insulting gestures.

Inappropriate Behavior

Inappropriate behavior is a subtype of harassment. Inappropriate behavior is counterproductive behavior that is not suitable for the workplace. Inappropriate behavior is a separate category of behavior that may not meet the definition of harassment under the law and can range from minor incidents to serious offenses. Inappropriate behavior can include touching or any form of physical intimidation or aggression (e.g. holding, restraining, impeding, or blocking movement, following, inappropriate contact or advances, bullying, or any other forms of inappropriate touching); inappropriate or rude gestures, expressions, pictures, or graffiti; threats against others or engaging in other threatening behavior; psychological bullying or intimidation, such as making statements that are false, malicious, disparaging, or derogatory with the intent to hurt another's reputation; or engaging in behaviors that may have a dampening effect on reporting workplace concerns, such as those that can be perceived as intimidating or retaliatory against individuals who report concerns or participate in an administrative inquiry or other protected activity.

Sexual Harassment

Harassing and/or inappropriate behavior is conduct based on sex including conduct of a sexualized nature, such as unwanted conduct/behavior expressing sexual attraction or involving sexual activity; sexual attention or sexual coercion, such as demands or pressure for sexual favors. Harassing and/or inappropriate behavior includes non-sexual conduct based on sex, such as sex-based epithets; sexist comments; or facially sex-neutral offensive conduct motivated by sex. Harassing and/or inappropriate behavior based on pregnancy, childbirth, or related medical conditions is also forbidden.

Harassing and/or inappropriate behavior based on sexual orientation or gender identity, including how that identity is expressed, epithets regarding sexual orientation or gender identity, physical assault, outing, harassing and/or inappropriate behavior because an individual does not present in a manner that would traditionally be associated with that person's sex, repeated and intentional use of a name or pronoun inconsistent with the individual's known gender identity (misgendering), or denial of access to a bathroom or other sex-segregated facility consistent with the individual's gender identity is not allowed by NARA policy. Harassing and/or inappropriate behavior includes any sex-based conduct that interferes with an individual's work performance or creates an intimidating, hostile or offensive environment.

Retaliation

NARA prohibits retaliation against an employee who reports a concern about workplace harassment and/or inappropriate behavior; or assists in any inquiry related to harassment and/or inappropriate behavior.

Confidentiality

NARA will protect the confidentiality of all harassment and/or inappropriate behavior allegations. All allegations of harassing and/or inappropriate behavior along with any related information, will remain confidential to the greatest extent possible.

Training

All NARA employees, including managers and supervisors, are required to take the anti-harassment training annually through NARA's Learning Management System (LMS). A NARA notice will announce the mandatory training.

Reporting Allegations

All NARA employees are strongly encouraged to report harassing and/or inappropriate behavior immediately. Supervisors, Volunteer Coordinators, Contract Operating Representatives (CORs), and Management Officials must promptly report (within 48–72 hours of being notified) harassment and/or inappropriate behavior to the Committee on Harassment. Failure to report an incident of harassment and/or inappropriate behavior may result in administrative action, including disciplinary action. Although management officials and CORs are required to report allegations to the Committee on Harassment, this policy does not preclude management officials or CORs from taking any action they deem necessary to address harassment and/or inappropriate behavior when it occurs. CORs serve as the primary point of contact between the agency and the contractor(s). At the onset of an allegation, the Committee on Harassment is required to refer employees to NARA's Alternative Dispute Resolution process (ADR) called RESOLVE, and employees can request reassignment. NARA will conduct a prompt, thorough, and impartial investigation or fact-finding of harassment and/or inappropriate behavior allegations. NARA will begin the fact-finding inquiry no later than 10 days from time of receipt and will complete the investigation within 60 days or less. If the Committee substantiates an allegation of harassment and/or inappropriate behavior, the Committee is required to include the behavior in the disposition. NARA will also take immediate and appropriate corrective action when it determines that harassment and/or inappropriate behavior has occurred.

Report Incidents to Any of the Following Offices

Employees who believe they have experienced harassment and/or inappropriate behavior should report the incident(s) to their supervisor/manager or a higher level supervisor/manager in their chain of command; a member of the Committee on Harassment, which is comprised of officials from the Labor/Employee Relations and Benefit Branch (H); Office of General Counsel (NGC);

and the Office of Equal Employment Opportunity (NEEO). Employees can contact the Anti-Harassment Program Manager directly, see [NARA 396, Anti Harassment Policy](#).

You may submit an allegation to the Anti-Harassment Program Manager by:

1. Calling 301-807-3971;
2. Sending a fax to 301-837-2030;
3. Sending an email to committeeonharassment@nara.gov.

You may also submit an allegation to the Office of the Inspector General (OIG) by:

1. Calling the OIG Hotline:
301-837-3500 (Washington, DC metro area)
800-786-2551 (toll free outside Washington, DC metro area);
2. Sending a document via mail to:
Office of Inspector General
National Archives and Records Administration
8601 Adelphi Road, Room 2800
College Park, MD, 20740-6001
3. Contact OIG Hotline:
Use the [Online Complaint Form](#).
Contractor Reporting: Use the [OIG Contractor Reporting Form](#).

You may contact the RESOLVE coordinator by email:

1. Naheed.Khandekar@nara.gov (Rana Khandekar)

Filing an Equal Employment Opportunity (EEO) Complaint

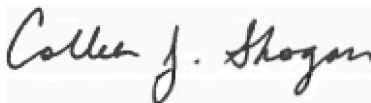
Employees that want to file an EEO complaint alleging discrimination and/or harassment, should contact the Office of Equal Opportunity (NEEO) within 45 days of the alleged incident. See [NARA 395 EEO Complaints Program](#) for guidance or you may initiate an informal EEO complaint by:

1. Calling 301-837-0939;
2. Sending a fax to 301-837-2030;

3. Sending an email to eeocomplaints@nara.gov

Negotiated Grievance Procedure

This section is only applicable to Bargaining Unit Employees as they may also use the Negotiated Grievance Procedures. Bargaining Unit Employees may contact their union representative at any time regarding discrimination, harassment, and/or inappropriate behavior. If all or part of the complaint could be pursued under the negotiated grievance procedure covering bargaining unit employees the deadline for filing a grievance will be suspended until the receipt of the notice of disposition. The 20-day deadline is suspended until the receipt of the notice of disposition.

A handwritten signature in black ink that reads "Colleen J. Shogan". The signature is written in a cursive, flowing style.

DR. COLLEEN J. SHOGAN
Archivist of the United States