

Memorandum

TO: All Employees **DATE:** May 28, 2024

FROM: Chairman Daniel B. Maffei

SUBJECT: Prevention and Elimination of Harassing Conduct in the Workplace

The Federal Maritime Commission (FMC) remains committed to a harassment-free work environment and to the prevention of harassing conduct. Harassment is any unwelcome conduct that is based on race, color, sex (either sexual or non-sexual, including pregnancy, sexual orientation, and gender identity/stereotyping), national origin, religion, age (40 years or older), disability (physical and/or mental), genetic information, and/or retaliation for opposing discrimination or participating in the equal employment opportunity (EEO) process.

All FMC employees and members of the public engaged in official business with the FMC have the right to an environment free from any kind of harassment and are required to comply with this policy. All FMC employees must refrain from engaging in unwelcome, harassing or hostile conduct; and inform their supervisor, another management official, or the Office of Human Resources (OHR), if subjected to unwelcome, harassing or hostile conduct.

Any person who believes that they have been harassed or witnessed harassing conduct should report the incident to their supervisory chain, Inspector General, Human Resources Director or the EEO Director. When an allegation of harassment is reported, the FMC will:

- Conduct an immediate preliminary inquiry;
- Notify appropriate officials of the reported allegation;
- Perform further investigation and/or fact finding, as appropriate;
- Notify the alleged harassee of the completion and outcome of the process; and
- Take corrective action, if warranted.

Any employee who has been found by the FMC to have engaged in harassment of any kind will be subject to appropriate disciplinary actions, which may include dismissal from Federal service. All actions taken to resolve issues of harassment will be confidential. Further, we will not tolerate retaliatory action against an employee who alleges or opposes harassment, or who participates in the complaint process.

All managers, supervisors and executives are responsible for implementing this harassment policy. If the FMC receives an allegation of harassment or has reason to believe that harassment is occurring, we will take the necessary actions to ensure that the matter is promptly addressed.

The FMC Anti-Harassment Policy and Procedures are further detailed in [Commission Order-128](#). This harassment policy is separate and apart from any statutory complaint process that also covers harassment, such as the EEO complaint process. To initiate the EEO complaint process, an employee must contact an EEO counselor within 45 calendar days of the alleged harassment.

The Office of Equal Employment Opportunity (OEEEO) is available for questions or concerns about harassment. For further information about the FMC's policy on anti-harassment and for technical advice on anti-harassment and other EEO-related matters, please contact the OEEEO at (202) 523-5859 or email eeo@fmc.gov. The OEEEO also provides alternative dispute resolution services for all workplace disputes.