

NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION

# ANTI-HARASSMENT POLICY

*at the*

**NATIONAL ARCHIVES *and*  
RECORDS ADMINISTRATION**



## NARA POLICY ON HARASSMENT

The National Archives and Records Administration is committed to maintaining a work environment that is courteous, respectful, and free from harassing behaviors for you and your fellow employees, contractors, volunteers, visitors, and customers. Simply put, NARA will not tolerate harassment of any kind.

### WHAT IS HARASSMENT?

Any unwelcome verbal, non-verbal, or physical conduct based on race, color, religion, sex (including pregnancy and gender identity), genetic information, sexual orientation, national origin, age, disability (mental or physical), marital status, political affiliation, status as a parent, retaliation, or any other reason when:

- An employee actually suffers a personal loss or harm with regard to a term, privilege, or condition of employment relating to any of the protected classes mentioned above.
- The behavior can reasonably create an intimidating, hostile, or offensive work environment.
- It includes, but is not limited to: bullying, slurs, derogatory or disrespectful remarks, the spreading of rumors, swearing, jokes, obscenities, incessant teasing, expressing or insinuating threats, threatened assault, hitting, punching, other unwanted touching, and malicious or insulting gestures.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to, or rejection of, this conduct is made—either explicitly or implicitly—a term or condition of your job, pay, or career;
- Submission to, or rejection of, this conduct is used as a basis for career or employment decisions affecting you; or
- This conduct interferes with your work performance or creates an intimidating, hostile, or offensive environment.

## WHAT CAN I DO?

Supervisors, volunteer coordinators, Contracting Officer's Representatives (CORs), and management officials must immediately—usually within 48 hours of becoming aware of it—report harassing conduct, or allegations of harassing conduct by others, to any member of the Ad Hoc Committee on Harassment and/or the Anti-Harassment Program Manager. Failure to report an incident of harassment may result in administrative action, including disciplinary action.

Employees need to file an EEO complaint alleging discrimination with the NEEO within 45 calendar days of the date of incident(s). See NARA 395, EEO Complaints Program, for guidance.

If you are a bargaining unit employee, you may file a grievance within 20 days of the alleged incident, or 20 days after you become aware of the alleged incident. You may contact your union representative at any time regarding discrimination and/or harassment.

## WHAT CAN THE NATIONAL ARCHIVES DO?

NARA has appropriate measures it can take to prevent harassment in the workplace and to correct harassing behavior *before* it becomes severe or pervasive. Harassing behavior by a NARA employee can constitute misconduct before it reaches the level of illegal behavior. Violations of this policy can result in administrative or disciplinary actions against offenders.

## IS TRAINING AVAILABLE?

All managers and supervisors as well as staff are required to take the Prevention of Workplace Harassment training annually through NARA's Learning Management System (LMS). In addition, this training can be facilitated by the Anti-Harassment Program Manager or any manager or supervisor with the assistance of the program manager to help mitigate and eliminated harassing behavior in the workplace.

## REPORTING HARASSMENT

If you believe you have been harassed, you should report the incident(s) to your supervisor or your manager, any other NARA manager, or a member of the Ad Hoc Committee on Harassment and/or the Anti-Harassment Program Manager. The Committee is comprised of officials from the Labor/Employee Relations and Benefit Branch (HTL), Office of General Counsel (NGC), and Office of Equal Employment Opportunity (NEEO).

HTL: Submit reports of incidents by

- Calling: 314-801-0957
- Faxing to: 314-801-0864, or
- Emailing: [kenneth.floyd@nara.gov](mailto:kenneth.floyd@nara.gov)

NGC: Submit reports of incidents by

- Calling: 301-837-1499
- Faxing to: 301-837-0293, or
- Emailing: [jeannette.wise@nara.gov](mailto:jeannette.wise@nara.gov)

EEO: Submit reports of incidents by

- Calling: 301-837-3096,
- Faxing to: 301-837-0869, or
- Emailing: [tanya.shorter@nara.gov](mailto:tanya.shorter@nara.gov)

