



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

July 1, 2019

**MEMORANDUM FOR MANAGERS, SUPERVISORS AND EMPLOYEES OF
THE ARMED FORCES RETIREMENT HOME (AFRH)**

SUBJECT: 2019 Policy Statement Regarding Prevention of Sexual Harassment

This memorandum describes AFRH's policy regarding the prevention of sexual harassment in the AFRH workplace. Sexual harassment is unacceptable conduct which *will not* be tolerated.

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.

Sexual harassment adversely affects morale and productivity. It is illegal and violates AFRH policy. Our goal is to 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 and must be reported.

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, or it reoccurs, or if there is fear of reprisal, the affected employee(s) should report the harassment through appropriate supervisory channels, or to the Agency's servicing EEO Counselors at (202)767-0828. Allegations of such conduct will be treated seriously and the AFRH will take prompt, and fair corrective action.


JAMES M. BRANHAM
Chief Operating Officer