

Date: March 1, 2011  
To: All FMS Employees  
From: David A. Lebruk  
Commissioner  
Subject: Anti-Harassment Policy Statement

It is the policy of the Financial Management Service (FMS) to provide and maintain a work environment that is free from all forms of harassing conduct and inappropriate behavior.

As Commissioner, I am committed to a policy of "zero tolerance" for harassment. "Harassing conduct" is defined as any unwelcome verbal or physical conduct based on any characteristics protected by law when: 1) the conduct can reasonably be considered to adversely affect the work environment; or 2) an employment decision affecting an employee is based upon the acceptance or rejection of such conduct.

The FMS policy of "zero tolerance" for harassing behavior extends to retaliation against any employee for making a good-faith report of harassing conduct, or for assisting in any inquiry into such a report. Complaints of either harassment or retaliation will be handled pursuant to the EEO complaint process.

We are committed to addressing and eliminating harassing conduct or inappropriate behavior, even if it does not rise to the level of a harassment action under Title VII of the Civil Rights Act of 1964, as amended. A hostile environment claim under Title VII usually requires showing a pattern of offensive conduct. It is FMS policy that any such conduct is unacceptable, and has no place in our work environment.

Thank you for your adherence to this policy and thank you for your efforts to ensure that FMS remains a great place to work.