



DEFENSE NUCLEAR FACILITIES SAFETY BOARD

Washington, DC 20004-2901

October 10, 2023

DEFENSE NUCLEAR FACILITIES SAFETY BOARD ANTI-HARASSMENT POLICY STATEMENT

The Defense Nuclear Facilities Safety Board (DNFSB) is committed to maintaining a workplace free from all forms of harassment. All employees, contractors, and others performing official work for DNFSB must fully support this policy and refrain from engaging in any harassing conduct.

Workplace harassment is defined as bullying, offensive comments or conduct, discrimination of any type based on race, skin color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, political affiliation, marital or parental status, or as reprisal/retaliation for prior equal employment opportunity (EEO) activity. Workplace harassment is prohibited under Title VII of the Civil Rights Act of 1964 and other EEO laws, regulations, and executive orders.

The General Manager serves as the anti-harassment program officer, and as such will receive allegations of harassing conduct, and advise supervisors and managers on the interim relief to the alleged victim of harassing conduct pending the outcome of an inquiry to ensure no further misconduct. If there is a conflict of interest, the Executive Director of Operations (EDO) will serve as the anti-harassment program officer. The program officer will also, if necessary, assign an internal or external person to conduct a prompt, thorough, impartial, and appropriate investigation. In concert with its program to ensure anti-harassment in the employment of its workforce, DNFSB has procedures for addressing any instances of harassing conduct in its Directive D-113.1, *Anti-Harassment Program*, dated January 24, 2020.

Managers and supervisors have the duty to act promptly to prevent and to eliminate all types of harassment. A manager or supervisor must conduct an inquiry within 10 calendar days based on when they were informed of the allegations of harassment. If the manager or supervisor is unable to obtain all the facts, an investigation will be conducted. All information obtained from allegations of harassment must be kept confidential to the greatest extent possible. Retaliating or discriminating against an employee for reporting, filing a complaint, or cooperating with an inquiry/investigation of allegations of harassment is prohibited and will result in appropriate administrative or disciplinary action. If the harassment is based on discrimination, employees may choose to additionally file an EEO complaint with the DNFSB EEO Office within 45 days of the alleged incident(s).

In concert with its program to ensure equal employment opportunity with its workforce, DNFSB has procedures for addressing any instances of harassing conduct in its Directive D-111.1, *Equal Employment Opportunity Program*, dated August 6, 2019. All employees and contractors of DNFSB should review this directive to ensure familiarity with DNFSB's programs and procedures.

DNFSB also promotes use of the alternative dispute resolution (ADR) process to resolve workplace disputes. The ADR process is used to resolve a wide range of workplace disputes, including but not limited to EEO and grievance-related matters, in a cooperative, cost-effective, and timely manner. All employees are strongly encouraged to cooperate and engage in the ADR process, when appropriate. For additional information on the ADR process, see D-111.1

When an employee chooses to report the alleged incident of harassment to their manager or supervisor within their chain of command, and the alleged harasser's chain of command, the manager or supervisor who becomes aware of the allegation is required to address the allegation in a prompt and impartial manner, ensure that the allegation is kept confidential to the greatest extent possible, and take appropriate steps to prevent the involved employees and witnesses from being subjected to retaliation. An allegation of harassment may be made orally or in writing and should contain the name of the alleged harasser, the relevant facts, the date of the incident, and the names of any witnesses.

Employees, managers, or supervisors found to have engaged in harassing conduct will be subjected to appropriate disciplinary or adverse action, up to and including reprimand, suspension, demotion, or removal. This policy does not limit a supervisor's or manager's right to manage effectively. Personnel actions taken by a supervisor or manager for valid and supportable reasons do not constitute workplace harassment.

I am confident that, by exercising individual responsibility, we will be able to maintain a professional and positive work environment for everyone. To this end, I ask that all employees join me in implementing this policy, and helping to ensure that all employees and contractors understand their rights under our policies and federal law.

A handwritten signature in cursive script, reading "Joyce L. Connery". The signature is written in black ink and is positioned above a horizontal line.

Joyce L. Connery
Chair