**5a. ANTI-HARASSMENT PROCESS**

Updated July 24, 2017

Prohibited Conduct

* Unlawful harassment is verbal, physical or non-verbal conduct that belittles or shows hostility or aversion toward an individual because of race, color, gender, religion, national origin, age, sexual orientation, citizenship status, pregnancy, mental or physical disability, veteran status, political beliefs, marital or family status, or any other characteristic to the extent prohibited by Federal, state or local laws.
* Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature by employees, supervisors, managers or directors where such conduct is either:
* made an explicit or implicit term or condition of employment;
* is used as the basis for employment decisions affecting employees; or

has the purpose or effect of substantially interfering with an employee’s work by creating an intimidating, hostile or offensive working environment.

* Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive and sufficiently severe to alter the conditions of an employee’s employment. Such conduct may include, but is not limited to, repeated and unsolicited, unwelcome or unwanted comments with sexual overtones, sexual jokes or ridicule, physical gestures or actions of a sexual nature or offensive comments about one’s race, color, ancestry, national origin, age, disability, religion, sex or sexual orientation. Harassment may also refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that it substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job related responsibilities. Such conduct may include, but is not limited to, a demand for sex in order for an employee to keep his or her job or a promise of a promotion in return for sexual favors

Reporting Harassment

* Any person who believes he or she is a victim of harassment, including sexual harassment, discrimination or retaliation, the following steps should be taken:
* Tell the harasser to stop, if feasible.
* If, however, a person is not comfortable confronting the offender, he or she should promptly report the conduct to the CEO, HR designee or Board Chairman.
* A contractor’s staff may also report the behavior to his or her supervisor, who should then report the behavior to one of the individuals listed above.
* Keep records of the incident in a secure location within HR, specifically what occurred and what was said.
* Report repeated unwelcome behavior or incidents of harassment as soon as possible to your immediate supervisor, Human Resources designee, Board Chairman or CEO.
* A prompt and thorough investigation of all complaints of harassment, discrimination and retaliation will be made. The investigation will be made in such a way as to maintain confidentiality to the greatest extent possible.

Retaliation Prohibited

* All persons should report all forms of harassment without fear of reprisal. The Organization takes all discrimination and harassment claims seriously. A person subject to retaliation should report the conduct immediately. USSEC will take appropriate disciplinary action.

Responsive Action

* If it is determined that inappropriate conduct has occurred, the Organization will act promptly to eliminate the offending conduct and impose disciplinary action up to and including separation of employment, when appropriate. If it is determined that inappropriate conduct has been committed by one of our customers, vendors or clients, appropriate action will be taken. A Director will be dealt with in a manner calculated to end any offensive conduct and prevent future misconduct. If appropriate, the Board Chairman or designated Officer will recommend the Director be removed.
* If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his or her actions under Federal or state anti-discrimination laws or for separate legal actions that pertain to the overseas jurisdiction in which the alleged offense occurred.

Responsible Person is defined as the CEO, HR designee or Board Chairperson.

Confidentiality

* Violations or suspected violations may be submitted to the Responsible Person on a confidential basis by the complainant or may be submitted anonymously. USSEC will keep a complaint confidential throughout the investigation to the extent practicable and appropriate under the circumstances.

The Organization will not tolerate frivolous claims of harassment.