



MEMORANDUM

Date: April 22, 2016

To: All National Endowment for the Arts Employees

From: Jane Chu, Chairman *Jane Chu 22 April 2016*

Subject: Anti-Harassment Policy Statement 2016

The National Endowment for the Arts (NEA) is committed to ensuring that all employees are free from harassing conduct in the workplace.

Harassment is any unwelcome conduct, **verbal or physical**, based on race, color, religion, sex (including pregnancy, gender identity, sexual orientation, and sex-stereotyping), national origin, age (40 and over), disability, or genetic information, and any other reason prohibited by law. Also prohibited is harassment against an individual in retaliation for that person filing a discrimination charge, participating in an employment discrimination proceeding (such as an investigation or lawsuit), or opposing discriminatory employment practices. Additionally, harassment based on other conduct that is threatening, intimidating and/or bullying will also not be tolerated.

The NEA Anti-Harassment Policy and Procedures outlines how any employee who believes that he or she has been subject to or has witnessed harassing conduct, can promptly report the matter. Employees found to have engaged in harassment or discrimination will be subjected to disciplinary action, up to and including removal.

Harassment adversely affects both mission accomplishments and productivity in the workplace. Harassment has no place at the NEA and it is against the law. Please be assured that I remain fully committed to fostering a safe work environment where every employee is treated with dignity and respect.