



August 4, 2017

ALL RIO GRANDE DISTRICT EMPLOYEES

SUBJECT: Workplace Harassment and Violence Prevention

The Rio Grande District is committed to fostering a positive and safe work environment for all employees – one that's free of threats, violence, fear and workplace harassment (including Sexual Harassment).

In support of that commitment and to eliminate Agency liability, while still protecting our employees, I am requiring any complaints, incidents or allegations concerning these inappropriate behaviors to be reported to the HR Manager. No matter how minor you may think the situation is, do not sweep it under the rug or ignore it.

Additionally, this a fitting time to remind everyone that we have tools addressing workplace harassment, including the "7 Stand-Up Talks on Respect in the Workplace", EAP, and the IMIP process. These tools are all on the HR website. Reporting incidents weeks or months later without proper notification to, and guidance from, the HR Manager is unacceptable.

All managers and supervisors are responsible for preventing harassment and inappropriate behavior that could lead to illegal harassment, and must respond promptly when they learn of any such conduct. Any manager or supervisor who receives a complaint must see that a prompt and thorough investigation is conducted. Investigations of all forms of harassment must be done in accordance with the "Initial Management Inquiry Process (IMIP)." Materials are available in Publication 552, *Manager's Guide to Understanding Investigating, and Preventing Harassment*. When harassment or inappropriate conduct is found, managers must take prompt and effective corrective action.

Allegations involving any possible criminal misconduct should be reported to the appropriate law enforcement authorities as follows: any physical misconduct, retaliation to workplace harassment (i.e., any physical assault, threat of a physical assault, or stalking) should be reported to the Postal Inspection Service; use of any electronic device, computer, or internet to transmit threatening or harassing communications, obscene or indecent images and materials, should be reported to the Office of Inspector General (OIG).

Thank you for joining me in eliminating workplace harassment and violence.

A handwritten signature in black ink, appearing to read "Steven Hernández".

Steven Hernández
District Manager

A handwritten signature in black ink, appearing to read "Dennis W. Stasa".

Dennis W. Stasa
Senior Plant Manager