

# SECTION ONE REVIEW

In this section, we covered:

- ! Guidebook Objectives
- ! Why Study Sexual Harassment?
- ! U.S. Government Policy
- ! USDA EEO and Civil Rights Policy Statement

REMINDER: The Section Reviews contain questions and exercises that review the information in each section of the course. Participants are responsible for taking the time to complete the questions and exercises before continuing with the next section of the course.

1. Look over the Guidebook objectives again. Then:

A. In the space below (A), make a list of the objectives that are most important to **your** work environment. Then, circle the objectives on that list that you feel you would like to learn the most about from this course.

B. Do you have any additional objectives you would like to learn about that are not listed? If so, in the space below, (B) list these objectives.

C. What are some questions or issues you have concerning sexual harassment that you would like to have addressed in this course? What are your expectations or what would you like to learn from this course? Write these below (C).

          
A

          
B

          
C

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## **Department of Agriculture Policy**

It is the United States Department of Agriculture's policy that sexual harassment in any form is inappropriate and unacceptable conduct and will not be tolerated. Sexual harassment is illegal, undermines the employee/employer relationship, interferes with productivity, and threatens the mental, emotional, and physical well-being of employees.

Any employee - supervisory, non-supervisory, or managerial - engaging in sexual harassment is subject to disciplinary action including demotion, suspension, and/or removal (DPM Chapter 751, Appendix A Table of Disciplinary Penalties).

This policy applies to USDA employees in their dealing with Federal and no-Federal employees and in their dealing with persons employed under contract or other formal agreements with the USDA.

Managers and supervisors are subject to disciplinary action if they tolerate sexual harassment, fail to take appropriate action on reports of sexual harassments, or retaliate against employees who report or file complaints of sexual harassment.

2. What are three or four major points made in the Department EEO and Civil Rights policy statement? In your own words, summarize the Secretary's statement in two or three sentences.