



**USAID**  
FROM THE AMERICAN PEOPLE

## **Anti-Harassment Program Notice of the Rights and Responsibilities**

Case No.: \_\_\_\_\_

The policies and procedures of USAID's Anti-Harassment Program apply to Direct-Hire Civil Service and Foreign-Service employees. They also apply to Fellows, student volunteer interns, and individuals under a Participating Agency Service Agreement (PASA). Personal Services Contractors (PSCs), including U.S. Nationals, Cooperating Country Nationals and Third Country Nationals (U.S./CCN/TCN PSCs) and Institutional Support Contractors (ISCs) are not automatically subject to Agency policy and procedures, as indicated in **ADS Chapter 501**.

If an individual enters into the anti-harassment process, they must understand the following:

1. The anti-harassment process is an internal agency process governed by USAID policy;
2. The anti-harassment process covers a broader range of harassing conduct than just unlawful harassment;
3. The Aggrieved has the right to also enter into the equal employment opportunity (EEO) complaint process by contacting [EEOcomplaints@usaid.gov](mailto:EEOcomplaints@usaid.gov);
4. The EEO Complaint Program is governed by Federal EEO laws and regulations;
5. The Aggrieved has 45 calendar days to initiate the EEO complaint process from the date they believe discrimination occurred. *See ADS 110 – EEO Complaint Program*;
6. The timelines for initiating the EEO complaint process will not toll if the Aggrieved only initiates the anti-harassment process;
7. Bargaining Unit employees may be represented in both processes by a Union Official;
8. The Aggrieved has the right to use a reasonable amount of official time in preparing and presenting the harassment allegations. Such official time must be requested in advance from the appropriate supervisor;
9. OCRD will make the appropriate determination to whether conduct inquiries itself, or appoint an external investigator to conduct inquiries into allegations of harassment on behalf of the Agency, and may recommend corrective or disciplinary actions based on findings; and
10. All Federal employees have the responsibility to fully cooperate with the process to ensure its effectiveness and compliance.

By signing this form, I acknowledge that I have been informed of the rights and responsibilities of USAID's Anti-Harassment Program.

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date

Return the form to: [OCRDharassment@usaid.gov](mailto:OCRDharassment@usaid.gov)