



**Armed Forces Retirement Home
Chief Operating Officer
3700 N. Capitol Street NW, P.O. Box 1303
Washington, DC 20011-8400**

January 19, 2010

MEMORANDUM FOR ALL MANAGERS, SUPERVISORS AND EMPLOYEES

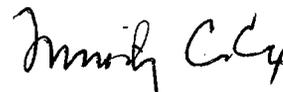
Subject: 2010 Policy Statement – Prevention of Sexual Harassment

As we begin calendar year 2010, I would like to take this opportunity to reaffirm my commitment to the prevention of sexual harassment in the AFRH workplace. Sexual harassment is unacceptable conduct which will not be tolerated.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Individuals who feel they are victims of sexual harassment should make it clear that such behavior is both offensive and unacceptable. If the offending behavior does not stop immediately, it reoccurs, or if there is fear of reprisal the affected employee(s) should report the harassment through appropriate supervisory channels, or to the Agency's servicing EEO Officer, Ms. Velma Claybrooks, 202-433-9483. Allegations of such conduct will be treated seriously and the AFRH will take prompt, fair, and effective action.

Sexual harassment adversely affects morale and productivity, and it is illegal and violates AFRH policy. All of us must foster a working environment wherein every employee exhibits the highest level of professional behavior and courtesy. Managers and supervisors must act swiftly and fairly when unacceptable conduct is observed or reported.


TIMOTHY C. COX
Chief Operating Officer

Copy to:
Velma Claybrooks, EEO Officer