1300 Pennsylvania Avenue, NW
Washington, DC 20229

U.S. Customs and Border Protection

Commissioner

JUL 18 2014

MEMORANDUM FOR: All CBP Employees

FROM: R. Gil Kerlikowske
Commissioner

SUBJECT: Anti-Discrimination and Anti-Harassment Policy Statement

As the Commissioner of U.S. Customs and Border Protection (CBP), I want to affirm that CBP is committed to the principles of equal employment opportunity (EEO) and a work environment free from unlawful discrimination. It is CBP's policy to treat all individuals in a non-discriminatory manner, without regard to their protected status under Federal law, Executive Order, regulation or policy. This policy applies to all CBP employment programs, management practices and management decisions. Unlawful discrimination, the unfavorable treatment of a person, or class of persons, based on their protected status is strictly prohibited and will not be tolerated. Individuals who engage in unlawful discrimination shall be subject to appropriate corrective action based on CBP's Standard of Conduct.

In addition, it is the policy of CBP to maintain a work environment free from discriminatory harassment. As such, CBP employees are prohibited from engaging in any form of discriminatory harassment in the workplace or in the performance of their official duties. Prohibited discriminatory harassment includes, but is not limited to, unwelcome verbal, non-verbal, or physical behavior directed at an individual because of an individual's protected status under the law when such actions unreasonably interfere with the person's ability to perform his or her assigned duties or participate in any program or activity administered by CBP. Examples of unwelcome conduct prohibited by this policy are epithets, slurs, stereotyping, intimidating acts, the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status, and/or denying any individual access to the benefits and programs administered by CBP, solely on the basis of their membership in a protected class under Federal law, Executive Order, regulation or policy.

Everyone at CBP is responsible for helping to keep our workplace free from prohibited discrimination and harassment. CBP policy requires all employees to report misconduct, which includes discriminatory or harassing behavior. Reports are addressed through a prompt, thorough, and impartial investigation. Individuals, who report, provide information related to a report, or file a complaint alleging unlawful employment discrimination or harassment shall not be subject to any form of reprisal.

All CBP executives, managers, and supervisors shall take immediate and appropriate action once they are made aware of an allegation of harassment. Please note that even if an individual's behavior does not rise to the level of unlawful discrimination as defined by Federal law, Executive Order, regulation or policy, it may still violate CBP's Standards of Conduct and hence subject the individual to discipline.

Employees can report misconduct, including discriminatory harassment by:

- Calling the toll-free Joint Intake Center Hotline at 1-877-2INTAKE or sending a fax to (202) 344-3390;
- Sending an e-mail message to Joint.Intake@dhs.gov;
- Contacting your servicing CBP Internal Affairs (IA) Office;
- Contacting an ICE Office of Professional Responsibility (OPR);
- Writing to P.O. Box 14475, 1200 Pennsylvania Avenue, NW, Washington, DC 20044;
- Calling the Office of Inspector General at 1-800-323-8603;
- Submitting an *Allegation Form* at http://www.oig.dhs.gov; or
- Writing to Department of Homeland Security, Washington, DC 20528, Attn: Office of Inspector General, Hotline.

Employees who believe they have been subjected to unlawful employment discrimination and want to initiate an informal EEO complaint must contact CBP's Privacy and Diversity Office (PDO) within 45 calendar days of the alleged discriminatory act by:

- Submitting a *Request for EEO Counseling* at http://www.cbp.gov/employees/eeo/complaint-process;
- Calling 1-877-MY-EEO-HELP (1-877-693-3643); or
- Contacting the servicing Diversity and Civil Rights (DCR) Officer.

Members of the traveling or trade community who believe they have been subjected to any form of discrimination may file a complaint with the Department of Homeland Security, Office for Civil Rights and Civil Liberties (CRCL) by:

- Sending an e-mail message to CRCLCompliance@hq.dhs.gov;
- Faxing to (202) 401-4708; or
- Writing to 245 Murray Lane, SW, Building 410, Mail Stop #0190, Washington, D.C. 20528.