



MEMORANDUM

February 1, 2024

TO: All Employees, U.S. Consumer Product Safety Commission

FROM: Chair Alexander Hoehn-Saric

SUBJECT: Policy on Prevention of Harassment

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As part of my commitment to the Consumer Product Safety Commission (CPSC) workforce, I want to emphasize my pledge to provide a work environment for our employees free from unlawful discrimination, including all forms of prohibited harassment.

Unlawful harassment includes behavior that creates a hostile work environment based on a person's race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, protected Equal Employment Opportunity (EEO) activity, age (40 or older), disability (mental or physical), or genetic information. These types of workplace harassment violate federal law and will not be tolerated.

Harassing conduct may include, but is not limited to, hostile or demeaning remarks of a sexual nature, racial slurs, and inappropriate or unwanted touching. The conduct may further be defined as unwelcome verbal, written (including any electronic media), or physical contact. All employees have a responsibility to promptly report harassing behavior to someone in their supervisory chain or the Office of EEO, Diversity and Inclusion. CPSC management officials are charged with preventing, reporting, and promptly correcting any incidents of harassment in the workplace.

CPSC has established procedures to investigate and respond to harassment allegations in a swift, fair, and confidential manner. Employees at all levels may bring relevant concerns to the EEO Director or the EEO Office at any time. Employees have the right to engage in protected EEO activity without fear of retaliation.

Questions and additional information on this policy may be directed to Brittany Woolfolk, Director, Office of EEO, Diversity & Inclusion, at (301) 504-7596.

Sincerely,

A handwritten signature in black ink, appearing to read "Alexander D. Hoehn-Saric".

Alexander Hoehn-Saric  
Chair, CPSC