



FEDERAL RETIREMENT THRIFT INVESTMENT BOARD  
77 K Street, NE Washington, DC 20002

May 5, 2020

MEMORANDUM FOR ALL FRTIB EMPLOYEES

FROM: RAVINDRA DEO  
EXECUTIVE DIRECTOR

SUBJECT: Director's Anti-Harassment Statement

Agency employees must uphold the highest standards of integrity and professionalism where each person is treated with dignity and respect and can thrive in an environment that is free from discrimination, harassment, or retaliation for reporting issues of concern. Harassment of any kind is unacceptable. Conduct that consists of offensive or derogatory remarks about a person's race, color, national origin, religion, gender, sexual orientation or gender identity, physical or mental disability, genetic characteristics, or age will not be tolerated in the workplace.

Discriminatory conduct can manifest in many ways, such as verbally (e.g., name-calling, sarcastic remarks, snickering, mocking); in writing (e.g., pictures, cartoons, words, or jokes reduced to paper or sent electronically); or demonstrative (e.g., gestures that mock a person's national origin, gender race, age, religion, or disability). The victim is not only the person harassed, but can be anyone in the workplace who is affected by the offensive conduct. Do not participate in, or allow, any form of workplace harassment to occur overtly or covertly. It is the responsibility of each of us to monitor our personal conduct to ensure we avoid creating offense to others to the extent possible, and the responsibility of each manager and supervisor to promptly and effectively address inappropriate or harassing conduct and to discourage its repetition.

An employee who is being harassed should communicate to the other person that the conduct is unwelcome and must stop immediately, although such communication is not a prerequisite to seeking assistance from others. Employees may report harassment to their immediate supervisor or a manager outside their chain-of-command or the Human Resources Division. They should also contact the Agency EEO Program Manager, 202-864-8536, or EEO Counselor, 855-410-5904 (toll free) for further guidance if they believe the harassment is based on race, color, ethnicity, religion, national origin, gender, sexual orientation, age, disability, genetic information, or reprisal for speaking out against discriminatory practices. Reports of harassment and retaliation will be treated seriously, investigated impartially and treated confidentially to the extent possible.

Employees have the right to work in a harassment-free workplace and the right to raise allegations of harassment or discrimination without fear of retaliation for reporting this information or assisting in an EEO-related investigation. Employees have a right to expect prompt response to reported incidents of harassment and to know that management will take timely, appropriate action to stop the harassment and prevent its recurrence.

I expect and rely on every employee to reflect a high standard of professional behavior at all times; each of us is responsible for treating others with dignity and respect befitting the value we place on diversity, and for contributing to a workplace free from unlawful harassment.