

Guidance for AMS Employees on Reporting Harassment

Reporting Harassment

USDA employees should **report harassment as soon as possible** to a management official, servicing Employee/Labor Relations Specialist, Anti-Harassment Coordinator, or hotline. Delayed reporting of harassment may impact USDA's ability to conduct a thorough inquiry or investigation and take corrective action. Here are 4 ways you can report harassment:

1. Contact the AMS Anti-Harassment Coordinator(s):
 - Directly at AMS.StopHarassment@usda.gov
 - By completing the [AMS Report of Harassment](#) online form. You can choose to either identify yourself or submit the form anonymously. Anonymous reports without key details could limit the Anti-Harassment Coordinator(s)' ability to conduct follow-up action to address the allegation.
2. Notify a management official. When you report harassment to a supervisor or manager, they must make a report to the Anti-Harassment Coordinator(s) within 1 business day for all reports of sexual assault or sexual harassment, or 3 business days for reports of bullying or other non-sexual harassment. Management is also required to report all allegations of assault (both sexual and non-sexual) or violence to law enforcement.
3. Notify a servicing Employee/Labor Relations Specialist.
4. Call the USDA Office of Inspector General Hotline at 800-424-9121

Nothing contained in the Anti-Harassment Program precludes an employee from filing a complaint with the Office of Special Counsel, a negotiated grievance, and/or an administrative grievance. Employees also have the right to initiate an EEO complaint within 45 calendar days of the alleged harassment by contacting the [AMS Civil Rights Office](#) at 202-720-0583.

Protection Against Retaliation

No individual will be adversely affected in their employment because they reported alleged harassment. Mission Area, agency, and staff office leadership will not retaliate against employees who experience, oppose, identify, allege, report, or participate in investigations or inquiries regarding allegations of harassment.

Information on recognizing what harassment is and links to resources are available on the [AMS Anti-Harassment Webpage](#) (www.ams.usda.gov/about-ams/ams-anti-harassment-policy).

This document was prepared by the Compliance, Audit, Risk & Safety Division (CARS). For questions, please contact AMS.StopHarassment@usda.gov.