




**U.S. Customs and  
Border Protection**

Commissioner

**JUL 26 2010**

MEMORANDUM FOR: All Customs and Border Protection Employees

FROM: Alan Bersin  
Commissioner 

SUBJECT: U.S. Customs and Border Protection Policy Prohibiting  
Discriminatory Harassment

It is the policy of U.S. Customs and Border Protection (CBP) to maintain a workplace free from discriminatory harassment based on race, color, religion, sex, national origin, age, disability, parental status, genetic information, and sexual orientation. Prohibited discriminatory harassment includes, but is not limited to, unwelcome verbal, nonverbal or physical conduct, such as epithets, offensive jokes, slurs, physical violence, or threats of violence. Sexual harassment is a form of prohibited discriminatory harassment. Examples of sex-based harassment may include offensive verbal teasing, unwanted sexual advances or propositions, graphic or demeaning comments about an individual's appearance or sexual activity, leering, sexual gestures, and displaying offensively suggestive or obscene objects, pictures, cartoons, or posters.

If you believe that you are being subjected to or have witnessed discriminatory harassment, I encourage you to inform the person(s) responsible for the conduct that it is unwelcome and offensive, and request that it cease immediately. If the conduct continues, or if you are uncomfortable confronting the responsible person(s) about the conduct, you must report the matter to one or all of the following: your immediate supervisor, your second line supervisor, another management official, the Office of Internal Affairs by calling the toll-free Joint Intake Center Hotline at 1-877-2INTAKE (1-877-256-8253), sending a fax to (202) 344-3390, or sending an e-mail message to [Joint.Intake@dhs.gov](mailto:Joint.Intake@dhs.gov), or the local Diversity and Civil Rights (DCR) Officer.

Credible allegations of harassment will be immediately investigated and where allegations are substantiated, appropriate action, including disciplinary action, will be taken. I must remind all CBP employees that even if an individual's behavior does not rise to the level of discrimination under the Federal civil rights laws, it could still violate CBP's Standards of Conduct.

Lastly, CBP will not tolerate retaliation against any employee for reporting discriminatory harassment. If you have any questions regarding CBP's Policy Prohibiting Discriminatory Harassment, please contact your local Diversity and Civil Rights Officer. To identify your local DCR Officer, please visit the DCR Internet Website at the following address: [www.cbp.gov/eo](http://www.cbp.gov/eo).