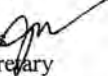




U.S. Immigration  
and Customs  
Enforcement

MAR 23 2006

MEMORANDUM FOR: All Employees  
FROM: Julie L. Myers   
Assistant Secretary  
SUBJECT: Prevention of Sexual Harassment in the Workplace

Sexual harassment is a very serious and real concern in the workplace. As your Assistant Secretary, I am committed to upholding a positive and safe work environment at ICE, which allows each of you to perform your daily responsibilities free of harassment of any kind.

Sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature. It includes, but is not limited to, sexual advances, pressure for sexual favors, deliberate physical contact, repeated unsolicited comments or gestures, or displaying offensive pictures. Conduct violates federal law (Title VII) when: (1) an employee's submission to or rejection of the conduct is used as a basis for employment decisions; and/or (2) the conduct is so frequent and/or severe that it creates an intimidating, hostile or offensive working environment. ICE prohibits any harassment, whether or not it amounts to a Title VII violation, and encourages employees to report conduct before it rises to the level of a Title VII violation.

Any employee who believes he or she has been the victim of sexual harassment of any kind or severity must promptly report it to:

- The ICE OPR Joint Intake Center Hotline by phone at 1-877-2INTAKE (toll-free), or by e-mail at [Joint.Intake@dhs.gov](mailto:Joint.Intake@dhs.gov); or
- The nearest OPR field Office; or
- The DHS OIG at 1-800-323-8603
- In addition to (but not instead of) reporting the misconduct to these entities, employees may also file an EEO Complaint. Those who elect to pursue an EEO Complaint must contact the EEO Office within 45 calendar days of the alleged discriminatory event.

All ICE employees are required to take the 1-hour *Prevention of Sexual Harassment* course located online in the ICE Virtual University, <https://vu.ice.dhs.gov> annually. All newly hired ICE employees are required to take the 1-hour course within 90 days of entrance on duty.

Our goal is for all employees to take sexual harassment seriously and to immediately report any conduct of which they are aware to appropriate officials. Any employee who reports harassment or provides related information will be protected against retaliation. The confidentiality of complaints will be protected to the extent possible. All allegations will be investigated promptly, thoroughly, and impartially. If it is determined that sexual harassment has occurred, immediate corrective action will be taken.