


*Office of the Director*

U.S. Department of Homeland Security  
500 12th Street, SW  
Washington, DC 20536



**U.S. Immigration  
and Customs  
Enforcement**

MEMORANDUM FOR: All ICE Employees

FROM: Matthew T. Albence   
Deputy Director and  
Senior Official Performing the Duties of the Director

SUBJECT: Anti-Harassment Policy Statement

Those who work for U.S. Immigration and Customs Enforcement (ICE) are among the most dedicated public servants in the Federal Government. All employees have the right to work in an environment free of harassing conduct and share responsibility to create and maintain such an environment. ICE prohibits harassment by employees, former employees, applicants, vendors, or contractors. Harassment is unwelcome conduct, whether verbal, non-verbal, or physical behavior that is based on race, color, religion, sex (including sexual orientation, pregnancy, gender identity and gender expression), national origin, age, disability, reprisal for protected Equal Employment Opportunity (EEO) activity, political affiliation, parental status, or protected genetic information.

Harassing behavior violates federal law when: (1) the conduct interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment; or (2) an employment decision affecting the employee is based on the employee's acceptance or rejection of such conduct. Harassment, which includes bullying or other disruptive behavior, has no place at ICE. ICE will promptly respond to and correct harassing behavior, regardless of whether it is actionable under the law. As a reminder, the ICE Employee Code of Conduct prohibits employees from engaging in harassing conduct, and per the ICE Table of Offenses and Penalties, individuals who participate in such behavior can be subject to disciplinary action, including removal from the Federal Service.

Sexual harassment is a specific form of prohibited harassment. Sexual harassment erodes trust and cohesion and disrespects our core values. Examples of sexual harassment may include offensive sexually-oriented jokes, unwanted sexual flirtation, or other verbal and physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such

conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or sexually offensive work environment.

ICE fully supports the Department of Homeland Security's (DHS) Anti-Harassment Program. A key tenet of the Program is that all employees are expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited harassment, including conduct that may occur through the use of social media. Notably, managers are required to take prompt and appropriate action to address any reported or observed harassment.

If you believe you were harassed or witnessed harassment, you should report the alleged conduct through any of the following reporting options:

- The ICE Anti-Harassment Coordinator at: 202-732-<sup>(b) (6), (b) (7)(C)</sup> or by email at: <sup>(b) (7)(E)</sup> <sup>(b) (7)(E)</sup>@ice.dhs.gov
- The ICE Office of Professional Responsibility (OPR) Joint Intake Center at: 1-877-2INTAKE (toll-free) or by email at <sup>(b) (7)(E)</sup>@dhs.gov
- The nearest ICE OPR Field Office; or
- The DHS Office of Inspector General at 1-800-323-8603.

ICE personnel who believe they were subjected to or witnessed harassment may also file an EEO complaint within 45 days of the alleged harassment by contacting the ICE Office of Diversity and Civil Rights at 202-732-<sup>(b) (6), (b) (7)</sup> or by email <sup>(b) (7)(E)</sup>@ice.dhs.gov.

Additionally, ICE employees may file complaints with the U.S Office of Special Counsel (OSC), ([www.osc.gov](http://www.osc.gov)), alleging discrimination or harassment. The OSC investigates and prosecutes allegations of prohibited personnel actions. Reporting an allegation to ICE or DHS does not affect employees' right to file a complaint with the OSC. Similarly, filing a complaint with the OSC does not preclude employees from filing a complaint with ICE or DHS.