



# FEMA Policy: FEMA Educational and Training Participant Standards of Conduct

## FEMA Policy 123-0-2

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### **BACKGROUND**

This policy identifies the procedures and standards for conduct at all FEMA educational and training facilities-: the National Emergency Training Center (NETC), Center for Domestic Preparedness (CDP) and the Mount Weather Emergency Operations Center (MWEOC) and wherever they conduct their activities in support of Agency training or deployments, including Government owned, operated, leased, utilized, or contracted facilities and within any virtual environments established to conduct such training. This FEMA-wide policy establishes and provides baseline policy that complements the Agency's existing conduct policies and facility-specific established rules of conduct.

The Senior Facility Official at each location may supplement this policy as appropriate. Consultation with the Office of the Chief Component Human Capital Officer (OCCHCO) is required before they are implemented. The Senior Facility Official shall provide copies of any such changes to the Office of Professional Responsibility (OPR), Office of Chief Counsel (OCC), and OCCHCO.

### **PURPOSE**

This policy establishes unified and consistent Agency-wide standards governing conduct and behavior across FEMA's resident training and educational facilities. This policy applies to non-resident training and education when applicable as determined by the FEMA Senior Facility Official responsible for or hosting the training and educational offering. It applies to everyone entering, visiting, transiting these facilities, training venues, or virtual training environments. Applicability includes, but is not limited to, Federal employees of FEMA and other Federal agencies; State, Local, Tribal, and Territorial members (SLTT); individuals from foreign countries or entities; contract employees and any other visitors, collectively referred to herein as "personnel", entering the facility, regardless of their organization or geographical origin to maintain a safe, secure, and professional learning environment, except as otherwise noted in this policy.

### **PRINCIPLES**

This policy will ensure:

- A. Collaboration with stakeholders to deliver student experiences that are mission centered and consistent across the entire enterprise.
- B. Fairness and equality in application of these Standards of Conduct for all personnel training or working on FEMA-wide educational and training facilities.



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- C. The integrity of the training and educational system.
- D. Adopting these Standards of Conduct at FEMA-wide educational and training facilities reduces complexity, potential confusion, and establishes a unified effort within and across the FEMA training community.

## REQUIREMENTS

### A. GENERAL GUIDELINES

Outcome: This FEMA policy clarifies and reaffirms enterprise-wide consistency in standards of conduct and the authority of the Senior Facility Official of the respective facility to govern conduct of any person entering onto or participating in educational and training programs.

1. The Senior Facility Official uses this authority to lead, govern, and integrate the FEMA educational and training policies and processes in support of the FEMA goals of mission accomplishment and operational efficiency.
2. It is FEMA's policy to maintain a working and learning environment consistent with FEMA core values: Compassion, Fairness, Integrity, and Respect as outlined in FEMA Publication 1. FEMA requires a safe, inclusive, productive, professional, and respectful workplace that is free of harassment (sexual or non-sexual), discrimination, retaliation, and violence. This requirement is not limited to the traditional workplace and extends to all remote and virtual environments.
3. The conduct of FEMA employees is governed by this policy and FEMA Directive 123-0-2-1, Standards of Conduct. To the extent this policy conflicts with FD 123-0-2-1, the latter shall be controlling. Discipline for any misconduct by a FEMA employee is governed by FEMA Manual 255-3-1, Employee Discipline Manual, and supersedes any conflicting provisions in this policy.
4. All personnel entering or present in FEMA facilities in any capacity are responsible for conduct that does not bring discredit upon themselves, their organizations, or the Federal Government. Rules applicable to conduct on Federal property are designed to protect the rights of the individual and the property of the Federal Government and are instituted to preserve a safe and professional environment.
5. All personnel are responsible for compliance with this and other applicable directives, manuals, policies, or guidance regarding conduct while attending resident and non-resident training (when applicable) or at any FEMA facility or other training facilities, leased or contracted.
6. All personnel entering or present on FEMA facilities in any capacity will adhere to any health and safety directives established by the facilities.



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7. Failure to comply with these Standards of Conduct may result in, penalties as outlined in Section D.1...

## B. GENERAL CONDUCT

Outcome: Personnel will adhere to General Conduct policies to ensure a safe and secure learning environment. The following standards are, to the extent possible, consistent with internal FEMA policies, as cited. Additional or specific standards applicable to FEMA training facilities are outlined below. Facility-specific guidance (i.e. Student Handbooks) for each facility are provided to students prior to enrollment; these outline the full standards for reference.

1. All personnel are subject to the following Standards of Conduct:
  - a. Workplace Environment: FEMA requires a safe, inclusive, productive, professional, and respectful workplace that is free of harassment (sexual or non-sexual), discrimination, retaliation, and violence. Refer to FD 123-0-2-1, section A.6.
  - b. Federal employees are subject to Federal statutory and regulatory ethical standards of conduct. Refer to FD 123-0-2-1, Standards of Conduct, section D.
  - c. Dress Policy: Refer to FD 123-0-2-1, section A.3. All personnel must be dressed appropriately to present a professional and positive image to the public and/or colleagues while on duty. Supervisors, instructors, or Senior Facility Officials have the authority to decide if a person's attire is inappropriate and may request that personnel change their attire. Examples of inappropriate dress include but are not limited to shorts; flip flops; clothing that shows offensive images or texts; clothing that exposes one's midsection; and clothing that is ripped.
    - i. For classroom activities, appropriate casual business attire may be worn. Examples of appropriate business attire include but are not limited to slacks; khakis; suits; sport coats; blazers; skirts/dresses; shirts with collars; capri pants; sweaters; and dress or casual shoes.
    - ii. Religious Accommodation. Federal law requires agencies to accommodate all personnel to exercise their religion regarding their attire when it does not impose an undue hardship on FEMA's operations.
    - iii. Reasonable Accommodation. Federal law requires agencies to accommodate all personnel with disabilities regarding their attire when it does not impose an undue hardship on FEMA's operations.
  - d. Possession of firearms, ammunition, and weapons: Refer to FD 123-0-2-1, section B.4, and Items Prohibited from Federal Facilities: An Interagency Security Committee Standard.
    - i. Exceptions for official purposes in accordance with FEMA policy governing the possession of firearms (i.e., Federal, state or local law enforcement or contract security forces when authorized by the contract project officer), must be approved in advance.



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- ii. Contact the Facility Security Manager for guidance or clarification on what is authorized to bring on the facility prior to scheduled attendance whenever possible.
- e. Illegal Drugs and Use of Alcohol: Refer to FD 123-0-2-1, section B.2, for general prohibitions. In addition, while in a training environment:
  - i. The possession, use, sale, or distribution of alcoholic beverages is governed by the Senior Facility Official as described in each facility-specific guidance.
  - ii. Students shall not report to the facility or to class under the influence of alcohol, illegal drugs, or misuse of a federally controlled substance.
  - iii. Possession, use, and consumption of alcoholic beverages is prohibited in all areas, including dormitory rooms, except for in designated locations, as described in each facility-specific guidance and governed by the Senior Facility Official.
- f. Gambling: Refer to FD 123-0-2-1, section B.2.
- g. Smoking and Vaping: Refer to FD 123-0-2-1, section B.3.
- h. Falsification, alteration, or misuse of Government documents, records or identification cards: Refer to FD 123-0-2-1, sections A.4 and C.3.
- i. Government Technology and Electronic Communications: Refer to FD 123-0-2-1, section C.
  - i. All personnel are allowed to utilize FEMA-provided Wi-Fi for personal use as long as it does not interfere with educational or training requirements.
  - ii. Removable media such as USB drives, external hard drives, or compact discs, when approved by facilities' Information Technology department, may be used.
  - iii. It is prohibited to use Government technology and electronic mail, communications, and postings to circumvent system or network security, or to commit copyright infringement or fraud or to visit unauthorized sites or use in the conduct of criminal activity.
- j. Academic misconduct includes, but is not limited to, cheating, plagiarism, misrepresenting facts, and any action intended to give an unfair academic advantage to the student or another individual. Actions do not need to be complete or successful to rise to misconduct – failed or attempted misconduct also applies. Cheating includes, but is not limited to:
  - i. Copying from another student's or another source's work product;
  - ii. Using or studying with resources and materials for an assignment, or a test, that are not authorized (i.e. for example, studying from previously administered test questions and or answers without instructor approval);
  - iii. Disclosing course information with or providing information to another student about the contents of an assignment or test; and
  - iv. Allowing another to substitute for oneself or substituting for another to take an assignment, test, or class.



- k. Unacceptable behaviors are prohibited that affect student performance; loitering, disorderly conduct or other conduct that creates loud or unusual noise or a nuisance which:
  - i. Unreasonably obstructs the use of any Federal property;
  - ii. Otherwise impedes or disrupts the performance of official duties by Government employees or Government contractors; or
  - iii. Interferes with the delivery of educational or other programs.
- l. Solicitation of gifts or money, commercial or political solicitation, collection of debts, soliciting, promoting commercial activities or entities during duty hours and in classrooms is prohibited. This prohibition does not apply to:
  - i. Approved national or local fund drives for health, welfare, or other purposes;
  - ii. Authorized concessions;
  - iii. Personal notices posted on authorized bulletin boards;
  - iv. Solicitation of labor organization membership or dues during non-duty hours.
- m. Posting, affixing, or distributing materials such as pamphlets, handbills, or flyers on other than designated areas (bulletin boards); or using classroom area bulletin boards to sell goods (i.e. books, clothing, equipment, and software) except when such distribution or display is conducted as part of authorized Government activities is prohibited.
- n. Displaying or wearing any political campaign items by Federal employees is prohibited by the Hatch Act while representing or participating in a FEMA group, instructional or office setting is prohibited.
- o. Violation of rules governing the use of housing at any FEMA owned, contracted, or leased facilities is prohibited (i.e. cohabitation or infringement on the privacy of others housed at any FEMA facility).
- p. Improper disposal of trash, willful or negligent destruction of or damage to property, theft of property, creation of any hazard to persons or property, throwing of articles of any kind from or at a building, or climbing upon any part of a building is prohibited.
- q. Candles or incense is prohibited at FEMA facilities and in vehicles.
- r. Tampering with smoke detectors, fire alarms or hanging items from fire sprinklers is prohibited.
- s. Accepting incoming collect telephone calls is prohibited.
- t. Use of electronic devices during active class time that is disruptive to training and educational activities (i.e. phones, tablets, or similar devices) is prohibited.
- u. All personnel coming into possession of Personally Identifiable Information (PII) may not use or disclose PII for purposes not authorized by FEMA or other sensitive but unclassified information as prohibited and or governed by Department of Homeland Security MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information.



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2. Copyright Laws: All FEMA directives adhere to and support the enforcement and application of all Federal copyright laws. All personnel are required to promote and comply with copyright laws including the proper identification of copyrights in educational and presentation materials. The Copyright Act of 1976, as amended, (17 U.S. Code §101, et seq.) governs reproduction, distribution, display, and performance of copyrighted materials, including the making of photocopies of copyrighted material. Persons using photocopy equipment in the facility may be liable for any infringement. All personnel may find more information about copyright laws, the rights of copyright owners, and the right of fair use to make limited copies for purposes such as personal study or research, by seeking the assistance of the OCC representative located at the specific educational and training facility.
3. Photography and Videography: Except for MWEOC and CDP's Chemical Ordnance Biological Radiological Training Facility (COBRATF), photographs and other depictions such as audio and video recordings may be taken inside classroom or office areas only with the consent of the occupants and with completion of a FEMA photograph release agreement (FEMA Form 109-1-1-1, Photo, Video and Audio Consent Form), and:
  - a. Except where prohibited by security regulations or Federal court order, photographs and other depictions for news purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings and only those authorized by the FEMA Office of External Affairs;
  - b. Subject to the above prohibitions, photographs and other depictions for advertising and commercial purposes may be taken in authorized areas and only with written permission (refer to facility-specific guidance);
  - c. Any non-personal use of photographs and other depictions taken inside classrooms requires advance approval of the Senior Facility Official.
4. Vehicular Traffic: Drivers must comply with speed limits, parking, other signage; any requirements to register the vehicle on the facility property; and obtain parking tag or pass for the respective facility. Drivers must comply with vehicle laws while on the facility property. Violations of vehicle operation rules, regulations or law may result in criminal sanctions or loss of driving privileges on facility property or towing of the vehicle at the owner's risk and expense.
5. Signs, Visual Aids, and Direction: Persons at any FEMA facility will comply with official signs and visual aids that prohibit, regulate, or direct; and with the directions of security staff and other authorized individuals.
6. Use of Unmanned Aerial Systems: The use of drones or other unmanned aerial vehicles is prohibited on any FEMA facility without written permission of the Senior Facility Official.



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7. The Senior Facility Official may authorize administrative searches and inspections in order to ensure that the facility complies with applicable safety, health, and academic standards.
  - a. Vehicles and persons entering any campus covered by this policy are subject to administrative inspection, to include searches of containers, baggage, and compartments for items prohibited for safety, health, and academic reasons.
  - b. Lodging provided at the facility is subject to entry and search when the Senior Facility Official has reasonable grounds to believe that ---
    - i. an emergency inside the lodging poses an immediate threat to the life or safety of any person, or poses an immediate risk of serious damage to the facility.
    - ii. a person inside the lodging is engaging in conduct, or is in possession of contraband, that threatens to contravene the safety, health, and academic purposes set forth in this policy.
8. Facility personnel will not use administrative inspections as a subterfuge to conduct criminal investigations or search for evidence of a crime. Facility personnel who discover, or who reasonably expect to discover, evidence of a crime will immediately ensure the safety of all persons at the scene, secure the scene and the evidence, coordinate with the Office of the Chief Security Officer, and contact local law enforcement.
9. Badge, Credentials, and Official Identification: Identification badges must be visible and worn in accordance with FEMA security guidelines while in the facility.

### **C. REPORTING MISCONDUCT**

Outcome: The appropriate officials are informed of alleged misconduct.

1. For all personnel, violations of these Standards of Conduct (including those further listed in facility-specific guidance) shall be reported immediately in accordance with facility specific guidance provided to all personnel. This may include the Senior Facility Official or Facility Security Management, as appropriate.
2. Regardless of the type of personnel involved, Senior Facility Officials must report to the FEMA OPR misconduct that rises to the level of "reportable misconduct" as described in FD 112-13, Office of Professional Responsibility (OPR).
3. Any alleged violation of Federal, state, or local criminal laws by person(s) subject to this directive: any allegations of this nature that become known to facility employees or staff shall be reported to the Local Security Manager of the facility, or the Office of Professional Responsibility (OPR), which can assist with reporting to the appropriate investigatory entity, whether that be the DHS Office of Inspector General, the DHS Federal Protective Service (FPS) or state or local law enforcement. All visitors, staff, employees, students, etc. will be provided information on where to report violations of criminal law and may contact them directly at any time.



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4. Federal employees involved in or witnessing the misconduct may be notified and required to appear in person or respond in writing to provide additional information. Non-federal employees involved in or witnessing the misconduct may be requested to provide a statement and any evidence (i.e. email, photo, written notes, etc.) of the alleged misconduct.

## D. PENALTIES

Outcome: To produce effective, proportional, and consistent penalties and act as a deterrent.

1. Penalty for violations of these Standards of Conduct may be imposed by the Senior Facility Official, or designee.
  - a. Subject to 1.b, below, penalties may include, but are not limited to, one or a combination of the following:
    - i. Expulsion from class and/or campus;
    - ii. Withholding of stipend or forfeiture of stipend paid;
    - iii. Exclusion from future classes for a specified period;
    - iv. Forfeiture of certificate;
    - v. Permanent denial of access to the facility.
  - b. For FEMA employees, the Senior Facility Official must consult with FEMA's Labor and Employee Relations Branch (LER) within OCCHCO prior to imposition of any of the above penalties.
  - c. Upon denial of access to a facility, a report of the misconduct will be made to the FEMA Chief Security Officer, in collaboration with the appropriate Senior Facility Official for a determination as to whether the individual is denied access from other or all FEMA facilities and future FEMA training activities wherever being offered. The denial of access shall be maintained in OCSO records for the purposes of implementing Section E(4).
  - d. The individual alleged to have committed misconduct shall be notified in writing of any initial administrative decision of the Senior Facility Official or their designee and be provided with response procedures.
  - e. Notification may be made to the student participant's supervisor or employer for possible discipline at the home station; and referral to law enforcement authorities (Federal, state, local) for further investigation and possible criminal prosecution.
2. Request for Reconsideration: Any person involved in misconduct resulting in a penalty listed in section 4, may request reconsideration of the initial decision to the Senior Facility Official. Exceptions to this right of reconsideration include FEMA employees eligible to assert the grievance procedures in FEMA Manual 256-3-1 Administrative Grievance System or the Collective Bargaining Agreement grievance procedures.
  - a. Request for reconsideration must be made in writing within 15 days of notification.





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- b. The request will be reviewed and considered. The respondent may have the right to appear in person, as outlined in the initial decision letter.
- c. The decision of the Senior Facility Official is final.

## **E. ADMINISTRATIVE CLOSURE**

Outcome: Closeout of actions in a timely and efficient manner.

1. Retention of misconduct documentation:
  - a. If a person is involved with a conduct violation, the hosting Senior Facility Official or their designee will retain the following documentation by the respective admissions or similar office. Official records will be retained consistent with FEMA Instruction 141-1-1 Records Management Files Maintenance and Records Disposition. Records may include:
    - i. A copy of the complaint;
    - ii. Statements of witnesses;
    - iii. Notice to the student regarding the allegation process and explanation of the adverse administrative process, which may include additional adverse action processes for FEMA employees in accordance with existing FEMA directives and policies;
    - iv. Review and disposition of the complaint; and
    - v. Any applicable correspondence.
2. Notification of the alleged violation of these Standards of Conduct may be made to the sponsoring organization after proper coordination with OCC/Information Law Branch and – for misconduct reported to FEMA/OPR per section C.2. – the Senior Facility Official must consult with OPR.
3. Upon written request by the sponsoring organization, information from or copies of the statements from the individual and witnesses, police reports, and FEMA security reports may be made available to the individual's sponsoring organization with prior authorization from the Senior Facility Official after appropriate coordination with the FEMA Privacy Office, OCC representative, and other involved agencies.
4. All applications for admissions are to be checked to determine if a prospective entrant has a permanent denial of access in place.



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A handwritten signature in blue ink, appearing to read "PTG", written over a horizontal line.

Pete Gaynor  
Administrator  
Federal Emergency Management Agency

10/29/20

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## ADDITIONAL INFORMATION

### REVIEW CYCLE

*FEMA Policy 123-0-2*, "FEMA Educational and Training Participant Standards of Conduct" will be reviewed, reissued, revised, or rescinded within four (4) years of the issue date.

### AUTHORITIES

- A. The Homeland Security Act of 2002, as amended (6 U.S.C § 314 (a) (15))
- B. 44 C.F.R. § 15, Conduct at the Mount Weather Emergency Assistance Center and at the National Emergency Training Center
- C. 41 C.F.R. § 102-74, Facility Management
- D. 5 C.F.R. § 735, Employee Responsibilities and Conduct
- E. Title VII of the Civil Rights Act of 1964, as amended, Section 504, Rehabilitation Act of 1973, as amended
- F. 44 C.F.R. Part 19, Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving Federal Financial Assistance
- G. 44 C.F.R Part 7, Subpart A, Nondiscrimination in Federally Assisted Programs - General
- H. 44 C.F.R Part 7 Subpart E, Nondiscrimination on the Basis of Age in Programs or Activities receiving Federal Financial Assistance from FEMA
- I. 44 C.F.R Part 16, Enforcement of Nondiscrimination on the Basis of Disability in Programs or Activities Conducted by the Federal Financial Assistance from FEMA
- J. Executive Order Number 13160, June 23, 2000, Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs
- K. 6 C.F.R. § 5, Disclosure of Records and Information
- L. 5 C.F.R. § 2635, U.S. Office of Government Ethics, Standards of Ethical Conduct for Employees of the Executive Branch
- M. Privacy Act of 1974, as amended (5 U.S.C. § 552a)
- N. Freedom of Information Act, as amended (5 U.S.C. § 552)
- O. Copyright Act of 1976, as amended, (17 U.S.C. §101, et seq.)
- P. Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101 et seq.

### REFERENCES

- A. Items Prohibited from Federal Facilities: An Interagency Security Committee Standard (February 2013)
- B. DHS MD 066-01, Safety and Health Programs
- C. DHS Directive 256-01, Anti-Harassment Program, May 24, 2019
- D. DHS Instruction 256-01-001, Anti-Harassment Program, June 7, 2019
- E. DHS Policy Statement 256-06, Anti-Harassment Policy Statement, April 1, 2019
- F. DHS Instruction 258-05-001, Employee Learning and Development
- G. DHS MD 0460.1, Freedom of Information Act Compliance



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- H. DHS MD 0480.1, Ethics/Standards of Conduct
- I. DHS MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information
- J. FEMA Directive 123-0-2-1, Standards of Conduct
- K. FEMA Directive 109-2, Privacy Program Directive
- L. FEMA Manual 109-2-1 FEMA Privacy Program
- M. FEMA Directive 112-11, Title VI Civil Rights Program
- N. FEMA Directive 112-13, Office of Professional Responsibility (OPR)
- O. FEMA Directive 121-3, Facility Access (Rev. 1)
- P. FEMA Manual 121-3-1, Credential and Access Reference
- Q. FEMA Instruction 141-1-1 Records Management Files Maintenance and Records Disposition
- R. FEMA Manual 255-3-1, Employee Discipline Manual
- S. FEMA Manual 256-3-1 Administrative Grievance System or the Collective Bargaining Agreement
- T. FEMA Directive 262-2, Information Transmitted by E-Mail

## FORMS

- A. FEMA Form 119-25-3, Student Stipend Agreement
- B. FEMA Form 109-1-1-1, Photo, Video and Audio Consent Form

## DEFINITIONS

- A. Academic Misconduct - Cheating, plagiarism, fabrication of information and other citations, failure to attend class without excused absence, facilitating acts of academic dishonesty by others, unauthorized prior possession of examinations, submitting the work of another person or work previously used without informing the instructor and securing written approval, tampering with the academic work of other students and any other deliberate falsification, and other unethical behaviors that affect performance and outcomes.
- B. Contractor - An individual or business entity authorized by a contractual agreement with FEMA to provide goods or services.
- C. Criminal Misconduct - Violation of Federal, state, or local criminal law.
- D. Misconduct - Behavior not conforming to laws, directives, policies, or prevailing standards; any conduct that disturbs or disrupts the process or operations or involves the damage of property at any FEMA facility.
- E. Personally Identifiable Information (PII) - Any information that permits the identity of an individual to be directly or indirectly inferred, including other information that is linked or linkable to that individual, regardless of whether the individual is a U.S. citizen, legal permanent resident, visitor to the U.S., or employee or contractor to the



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- Department. This includes name, Social Security number, date and place of birth, mother's maiden name, account number, license number, vehicle identifier number, license plate number, device identifier or serial number, internet protocol address, biometric identifier (e.g., photograph, fingerprint, iris scan, and voice print), educational information, financial information, medical information, criminal or employment information, and information created specifically to identify or authenticate an individual.
- F. Prohibited Harassment – harassment includes any unwelcome conduct involving a protected basis which interferes with an individual's work performance or creates an intimidating, offensive, or hostile environment. Protected bases include race, color, religion, sex (including pregnancy, sexual orientation, gender expression, and gender identity) national origin, age, disability (including an individual's need for a workplace reason accommodations), protected genetic information, marital status, parental status, political affiliation, or prior protected activity. Examples of unwelcome conduct include, but is not limited to, epithets, slurs, stereotyping, intimidating acts, bullying, ridicule, mockery, putdowns, acts of violence, actual or implied threats of violence, and the circulation or posting of written or graphic materials that show hostility due to protected status.
- G. Senior Facility Official – A FEMA Senior Executive who is responsible for all facility activities and operations. The individual ensures FEMA educational and training facilities are safe, secure, and functioning. The Senior Facility Official has the authority to remove any person(s) or deny training to individuals who violate this policy.
- H. Sexual Harassment - Sexual harassment is one form of harassment prohibited by the Agency. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made explicitly or implicitly a term or condition of one's employment or is used as a basis for career or employment decisions affecting that person; or such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive work environment. Examples of sexual harassment include:
- i. Offensive sexually oriented verbal kidding, teasing, or joking;
  - ii. Repeated unwanted sexual flirtations, advances, or propositions;
  - iii. Verbal abuse of a sexual nature;
  - iv. Graphic or degrading comments about an individual's appearance or sexual activity;
  - v. Offensive visual conduct, including leering, making sexual gestures, and the display of offensive sexual suggestive objects, pictures, cartoons, or posters;
  - vi. Unwelcome pressure for sexual activity;
  - vii. Offensively suggestive or obscene text, chat messages, notes, or emails;



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- viii. Offensive physical contact such as patting, grabbing, pinching, or brushing against another's body;
  - ix. Disseminating internet links with sexually themed content.
- I. Student - An educational and training participant who is attending one of the three FEMA educational and training facilities or non-resident training venues. The participant can be a Federal employee, a FEMA employee, contractor, SLTT, foreign student, non-governmental organization, or military.
- J. Visitor - Individuals who are sponsored for physical access to a FEMA facility, but do not have a PIV Card or PIV-I credential. All visitors must be entered into the Security Access Request Application (SARA) or equivalent system and must be escorted by an approved FEMA access sponsor while on the facility.

## **MONITORING AND EVALUATION**

The appropriate facility oversight entity will monitor implementation of this policy and completion of the relevant instructions under development to support this policy. Lessons learned, questions, and concerns raised related to the implementation of this policy will be used to inform future revisions.

## **QUESTIONS**

Direct questions to the appropriate facility oversight entity. For the CDP and MWEOC, questions are directed to FEMA Resilience Office, [FEMA-resilience@fema.dhs.gov](mailto:FEMA-resilience@fema.dhs.gov). For the NETC, questions are directed to the United States Fire Administration, Deputy Fire Administrator, [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).