

# COMMITTEE ON HOUSE ADMINISTRATION

118<sup>th</sup> CONGRESS

## A RESOLUTION

COMMITTEE RESOLUTION 118-05

### **Resolution to Promulgate Regulations Regarding Mandatory Anti-Harassment and Anti-Discrimination Policies for House Offices**

*Be it resolved*, that the Committee on House Administration hereby promulgates, pursuant to subsection (t) of section 3 of H. Res. 5, 118<sup>th</sup> Congress, the following regulations regarding mandatory anti-harassment and anti-discrimination policies for House offices:

#### **Mandatory Anti-Harassment and Anti-Discrimination Policies for House Offices**

1. Each employing office of the House of Representatives shall adopt a written anti-harassment and anti-discrimination policy for the office's workplace.
2. The policy must include a description of the employing office's commitment to ensuring a harassment-, discrimination-, and retaliation-free workplace. Further, the policy should strive to uphold behavior and conduct worthy of working in a Congressional office.
3. The minimum components required in this regulation shall not be construed to prevent an employing office from having a more comprehensive policy.
4. The policy must list and prohibit all forms of unlawful discrimination and retaliation applicable to the House of Representatives.
5. The policy must prohibit harassment, discrimination, and retaliation by supervisors, managers, and coworkers with whom an employee is required to interact with as part of his or her job duties.
6. The policy must define and prohibit quid pro quo and hostile work environment sexual harassment.
7. The policy must outline an appropriate process to prevent, investigate, and promptly correct harassment, discrimination, and retaliation occurring in the office. This must include a reporting process where an individual alleging harassment,

discrimination, or retaliation can report allegations to multiple supervisors, not just to an immediate supervisor.

8. The policy must require a fair, timely, and thorough investigation of any allegation of discrimination, harassment, or retaliation. The policy must prohibit retaliation against an employee for making an objectively reasonable good-faith complaint or for objectively reasonable good-faith participation in an investigation.

9. The policy must reflect that at the end of its investigation, the Office will convey its determination to the person reporting the alleged violation and to the person alleged to have violated this Policy and will advise them that the matter has been closed by the Office.

10. The policy must note that the employee has the right to also confidentially consult the Office of Employee Advocacy regarding any allegations of harassment, discrimination, or retaliation and list the hotline and contact information for the Office of Employee Advocacy.

11. The policy must include the requirement to designate an internal compliance coordinator who is responsible for ensuring all employees comply with mandatory training requirements and receive a copy of the office's anti-harassment and anti-discrimination policy, and who may fulfill other duties as assigned by the office.

12. A policy compliant with the resolution must be adopted by employing offices within 60 days of approval of this resolution. If an employing office has previously adopted an anti-harassment and anti-discrimination policy, within 60 days of approval of this resolution it must review the policy to confirm it complies with these regulations and update it as may be necessary.

13. Each employing office must ensure every staffer, intern (paid or unpaid), detailee, and fellow working in the office has received the policy and acknowledges in writing they have received, read, and understand the policy.

14. The policy must be reviewed by the office at the beginning of each Congress and updated as necessary to ensure compliance with this or subsequent regulations.