

## Committee Resolution 115-12

Be it resolved, the Committee on House Administration adopts the following requirements pursuant to H.Res. 724 (1)(b) (115<sup>th</sup> Cong.):

- Pursuant to H.Res. 724 (115<sup>th</sup> Cong.), each employing office of the House of Representatives shall adopt an anti-harassment and anti-discrimination policy for the office's workplace.
- The policy must be a written anti-harassment and anti-discrimination policy.
- The policy must include a description of the employing office's commitment to ensuring a harassment- and discrimination-free workplace. Further, the policy should strive to uphold behavior and conduct worthy of working in a Congressional office.
- The minimum components required in this regulation shall not be construed to prevent an employing office from having a more comprehensive policy.
- The policy must list and prohibit all forms of unlawful discrimination applicable to Congress.
- The policy must prohibit harassment and discrimination by supervisors, managers, and coworkers with whom an employee is required to interact with as part of his or her job duties.
- The policy must define and prohibit quid pro quo and hostile work environment sexual harassment.
- The policy must outline an appropriate process to prevent, investigate, and promptly correct harassment and discrimination occurring in the office. This must include a reporting process where an individual alleging harassment or discrimination can report allegations to multiple supervisors, not just to an immediate supervisor.
- The policy must require a fair, timely, and thorough investigation of any allegation of discrimination or harassment. 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.
- The policy should reflect mechanisms to ensure notification of status and closure of allegations under review.
- The policy must note that the employee has the right to also confidentially consult the Office of Employee Advocacy (OEA) regarding any allegations of harassment or discrimination and list the hotline and contact information for the OEA.
- The policy must include the requirement to designate an internal compliance coordinator who is responsible for ensuring all employees comply with mandatory training requirements, receive a copy of the office Anti-Discrimination and Anti-Harassment Policy, and fulfill other duties as assigned by the office.
- A policy compliant with the resolution must be adopted by employing offices within 60 days of approval of this resolution.
- Member offices must ensure every staffer, intern, detailee, and fellow working in the office has received the policy and acknowledges in writing they have received, read, and understand the policy.
- The policy must be reviewed by the office at the beginning of each Congress and updated as necessary to ensure compliance with this regulation.

