



DATE: December 16, 2021

TO: All FDA employees

FROM: Janet Woodcock, M.D., Acting Commissioner of Food and Drugs

SUBJECT: Policy Statement for Inappropriate Conduct and Anti-Harassment

To help fulfill our mission and to provide a workplace that ensures employees can serve in a positive and engaging work environment, we are committed to providing a work environment free of harassment, intimidation, bullying, and other inappropriate conduct. We believe we have an obligation to maintain a work environment in which employees are treated with dignity and respect. The environment must be one of mutual trust and void of intimidation, bullying and harassment. In addition, we are committed to promoting a work environment where all employees can expect to be safe and secure, free from harassment and fear of reprisal.

This policy establishes an Agency-wide process under which our employees, contractors, fellows, trainees, and visitors shall report allegations of inappropriate conduct and harassment. This policy also sets forth manager and supervisor responsibilities for maintaining a harassment-free workplace and for acting promptly and effectively when allegations of inappropriate conduct and harassment arise. We will not tolerate unlawful discrimination, inappropriate conduct, or harassment of any kind. Through enforcement of this policy, we seek to address and correct any harassment or inappropriate conduct before it escalates to a severe, pervasive, and unlawful level.

Sincerely,

Janet Woodcock, M.D.

Acting Commissioner of Food and Drugs