

REPORTING WORKPLACE SEXUAL MISCONDUCT AT USAID

INCIDENT

You experience, witness, or become aware of allegations of, misconduct, including sexual misconduct, involving USAID staff and/or in USAID's workplace.



REPORT

Are you a USAID supervisor or management official? If so, you are required to report within 24 hours of becoming aware of any allegations.

All USAID staff, regardless of hiring mechanism, are encouraged to report misconduct of all types, including sexual misconduct, through USAID's new Unified Misconduct Reporting Portal, available on LaunchPad at launchpad.usaid.gov, or by dialing the ServiceNow Helpdesk at 202-712-1234.



TRIAGE

Once a report is submitted, intake specialists will direct the report to the appropriate office for review and action. Depending on the type of misconduct reported, the report will be routed to the Office of the Inspector General (OIG), Office of Employee and Labor Relations (HCTM/ELR), Office of Civil Rights and Diversity (OCRD), or Office of Security (SEC) accordingly for further action.



INQUIRY

The responsible office will review the report and conduct management inquiries and/or investigations as appropriate. This may involve requesting documentation, gathering evidence, and speaking to the involved individuals. USAID protects the confidentiality of all parties involved, to the extent possible, throughout this process.



AGENCY RESPONSE

Once an inquiry and/or investigation is completed, the responsible office will review the findings and take action to resolve them, which can range from closing the report without action to removal of an offending party from USAID employment to forwarding to M/OAA for contract action, as appropriate.

PROTECTION FROM RETALIATION

USAID prohibits retaliation against individuals reporting misconduct and will take action if such behavior is identified. If an individual perceives themselves to be the subject of retaliation, they should document the behavior and immediately contact the Office of Civil Rights and Diversity at ocrdharassment@usaid.gov.

STAFF CARE

USAID's Staff Care works to ensure the wellbeing and work-life balance of the USAID workforce. All employees can contact Staff Care about any workplace challenges at 877-988-7243 or support@usaidstaffcarecenter.net. Services are available 24 hours a day/seven days a week via telephone, online or in person.