

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 manager, supervisor or executive official? If so, you are required to report within 1 business day of becoming aware of any allegations.

All other members of USAID's workforce are encouraged to report sexual misconduct, through USAID's Misconduct Reporting Portal, available at <https://launchpad.usaid.gov> (token required), or by dialing the USAID Helpdesk at 202-712-1234 -- select ext. 2 for Human Resources and ext. 2 for the ELR Misconduct Hotline. For immediate safety and security concerns, contact USAID's Command Center at 202-712-1234, ext. 7 or at USAIDCommandCenter@usaid.gov.



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 (OCR), 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. USAID may take interim actions during this phase to address immediate safety and security concerns.



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 USAID's Office of Acquisition & Assistance 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 at ocrharassment@usaid.gov.

SUPPORT FOR WELLNESS AND RESILIENCE

USAID's Staff Care Center provides confidential support to USAID's workforce and can be reached at 877-988-7243 or support@usaidstaffcarecenter.net. Staff who experience sexual assault overseas may also contact the local Embassy Medical Unit and/or the Department of State's Victims' Resource Advocacy Program (vrap@state.gov) for information and support.