



DEPARTMENT OF THE TREASURY

WASHINGTON, D.C.

INSPECTOR GENERAL  
FOR TAX  
ADMINISTRATION

October 6, 2023

TIGTA #24-03  
MEMORANDUM FOR ALL TIGTA EMPLOYEES

FROM: Heather Hill  
Acting Inspector General

SUBJECT: Prevention of Sexual Harassment Policy Statement

The Treasury Inspector General for Tax Administration (TIGTA) is committed to providing a workplace free from sexual harassment. TIGTA does not tolerate sexual harassment or inappropriate sexual conduct of any kind. Sexual harassment is a form of sex discrimination.<sup>1</sup> It is unlawful to harass an individual based on their sex, sexual orientation, gender identity, or pregnancy.

Sexual harassment includes, but is not limited to, unwelcome sexual advances; inappropriate touching; requests for sexual favors; intentionally misusing a person's name or pronouns; telling lewd jokes; making sexual comments about appearance, clothing, or body parts; and other verbal or physical intimidation of a sexual nature. Sexual harassment is a violation of Federal statute when:

1. Submission to such conduct is made (explicitly or implicitly) a term or condition of a person's employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting that person;
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work performance; or
4. Such conduct creates an intimidating, hostile, or offensive work environment.

Immediately report allegations of sexual harassment to either TIGTA's EEO Office or your first-line supervisor. Supervisors must follow harassment reporting [procedures](#). Reported allegations of sexual harassment are investigated expeditiously, starting within 10 calendar days of report. Timely and appropriate action will be taken against any individual found to have violated this policy.

To support all employees in maintaining a workplace that is free from sexual harassment, TIGTA will provide annual training and guidance regarding the prevention of sexual harassment.

TIGTA's EEO Office provides information pertaining to EEO, anti-harassment, diversity, equity, inclusion, and accessibility (DEIA) for managers and employees. For questions regarding the prevention of sexual harassment in the workplace, contact the EEO Office at [\\*TIGTA EEO Requests](#) or visit the EEO Office [SharePoint site](#).

---

<sup>i</sup> Sex discrimination is prohibited under Title VII of the Civil Rights Act of 1964, as amended. It is also a prohibited personnel practice under 5 U.S.C. § 2302, and specifically prohibited under the Treasury Department Rules of Conduct, 31 C.F.R. § 0.217.