



United States
Department
of Agriculture

Research,
Education, and
Economics

National Institute
of Food and
Agriculture

1400 Independence
Avenue SW
Washington, DC 20250

Date: December 16, 2020

To: Recipients of NIFA financial assistance

From: Dr. Parag Chitnis
Acting Director

Subject: Sexual Harassment Notification Process

USDA's National Institute of Food and Agriculture (NIFA) is committed to ensuring equal opportunity in all its programs and activities. NIFA prohibits harassment of any kind, including sexual harassment at institutions who are recipients of federal funding and in any federally assisted program or activity.

In addition to taking prompt corrective action to address sexual harassment when it occurs, NIFA expects all recipients of federal funding to implement the following proactive steps to prevent sexual harassment:

- Develop clear, publicly accessible policies on sexual harassment and procedures for investigating and responding to sexual harassment complaints;
- Notify faculty, staff, and students of sexual harassment policies and procedures annually; and
- Notify NIFA Equal Opportunity Staff within three (3) business days of any administrative or disciplinary action taken as related to sexual harassment concerns and/or complaints in a NIFA-funded program or activity.

The NIFA Equal Opportunity Staff depends on its partnering institutions to take a proactive role in preventing sexual harassment within any NIFA-funded programs. Please direct any questions regarding these requirements to Drenda Williams, Director of Equal Opportunity Staff and Civil at drenda.williams@usda.gov or (816) 772-5163.