



Focusing on a Harassment-Free Work Environment: Support Resources at the Smithsonian

March 2022

 SI Civil

**Employee Assistance
Program**

Ombuds

Smithsonian's SI Civil Program

The **SI Civil Program** is a team of Smithsonian experts and specialists with responsibility over both SD 217, Workplace Violence Prevention Policy and SD 225, Anti-Harassment Policy, the associated SI Civil Handbook, and other guidance materials. SI Civil is a place for employees and affiliated persons to communicate workplace concerns and facilitate the resolution of those concerns as quickly as possible. The program was created in January 2021.

Visit www.si.edu/si-civil-program for more information and to read the SI Civil policies and handbook.

SI Civil Goals

- **prevent** potentially violent situations from occurring in the workplace;
- **address** harassing behaviors quickly;
- promptly and objectively **investigate** incidents, when necessary; and
- take immediate corrective **action** when violations of policy occur.

SI Civil Reporting

What to Report

Inappropriate or concerning behaviors in the workplace (or any work-related situation).

Some examples include:

- threats/intimidation
- sexual advances
- sexually explicit/graphic material
- inappropriate jokes/pranks
- other bullying or abusive behaviors

How to Report

If you experience or witness inappropriate behavior that cannot be immediately, easily, or comfortably resolved by communicating with the person responsible for the behavior (for example, telling someone that their behavior makes you feel uncomfortable and asking them to stop), you can report the behavior through the SI Civil Process.

Reporting Points of Contact

1. SI Civil Program

Amanda Jones

SI Civil Coordinator

202-633-6379

jonesam@si.edu or sicivil@si.edu

www.si.edu/si-civil-program

2. Human Resources Liaison

If your unit has an HR Liaison, you can report directly to that individual, who will then consult with SI Civil on next steps.

3. Any Smithsonian Supervisor

All Smithsonian supervisors are required to report harassment that they witness or that is reported to them.

What happens after reporting to SI Civil?

SI Civil Reporting Process

The SI Civil reporting process is designed to be simple and keep the reporting individual informed throughout the process.

1

Individuals report concerning behaviors or incidents to SI Civil, HR, or a Smithsonian supervisor.



Reporting Time Frames

Generally, there is no specific time limit for filing a report with SI Civil. However, individuals are encouraged to report incidents as soon as possible so Smithsonian can conduct a thorough inquiry.

2

SI Civil conducts an initial inquiry and determines if an administrative investigation is necessary.



Communication with Reporting Party

SI Civil will notify the reporting party of the status of the report, when the issue has been referred to the appropriate management officials, and when the matter has been addressed. However, because of privacy rights and procedures, no further information will be provided.

3

If necessary, an administrative investigation is initiated after receiving authorization from the unit director.

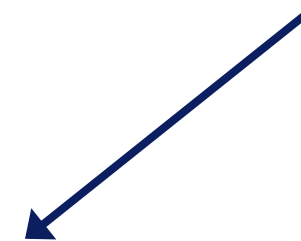


Corrective Action

Corrective action may include discipline (e.g., removal or suspension), reassignment, coaching, a voluntary facilitated conversation, or something else.

4

Smithsonian management, in consultation with SI Civil, reviews the information and takes corrective action, as necessary.





Employee Assistance Program and Ombuds

Confidential Resources at Smithsonian

In addition to the option of reporting to SI Civil, there are multiple Smithsonian resources available to support individuals.

If an individual would like to discuss an incident or issue in a completely confidential setting, they should contact the **Employee Assistance Program** or the **Ombuds**, both of which operate under principles of confidentiality. Once an allegation is raised to a Smithsonian management official or to SI Civil, the Smithsonian is required to initiate a prompt, objective, and thorough investigation.

Ombuds

The Ombuds provides Smithsonian and affiliated staff (including federal and trust employees, fellows, interns, and volunteers), with a confidential, neutral, independent, and informal alternative to address workplace issues and conflicts.

SAO employees have access to two additional Ombudspersons

Smithsonian Ombuds:

Shadella Davis

202-633-2008 (confidential voicemail)

Email: davissm@si.edu

SAO Ombudspersons:

John Raymond (617) 495-7416 or jraymond@cfa.harvard.edu

Patricia Brennan (617) 495-7293 or pbrennan@cfa.harvard.edu

Employee Assistance Program

EAP offers free confidential evaluation, referral and counseling services to employees with work-related or personal problems.

Smithsonian also partners with INOVA Employee Assistance to provide additional services to employees and others in their household to help resolve personal and family challenges.

www.inova.org/eap Click on "Member Log-in"

Username: Smithsonian / Password: EAP

Contact EAP Staff:

Tim Holloman, Manager, Mental Health Therapist with experience in adult mental health, psychotherapy, addictions, and consultation. 202-633-1054

Debbie Burney, Senior Counselor and Social Worker with extensive experience in case management, grief counseling, and mediation. 202-633-1099

Karen Howard, Senior Counselor and Social Worker, extensive experience in case management, training and education, and family services. 202-633-1104

SI Civil Contacts



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SI Civil Coordinator

jonesam@si.edu

202-633-6379 si.edu/si-civil-program



Human Resources Liaisons



Labor and Employee Relations

OHR-LER@si.edu

Confidential Smithsonian Resources



Ombuds (confidential)

Shadella Davis
202-633-2008
davissm@si.edu



Employee Assistance Program (confidential)

Tim Holloman 202-633-1054,
hollomant@si.edu
Debbie Burney 202-633-1099,
burnede@si.edu
Karen Howard 202-633-1104,
howarka@si.edu

or

Inova Employee Assistance Program

www.inova.org/eap
Click on "Member Log-in"
Username: Smithsonian
Password: EAP