

Office of Resolution Management, Diversity and Inclusion (ORMDI)

Harassment Prevention Program Reporting Process

The Harassment Prevention Program (HPP) is an enterprise-wide department within the Office of Resolution Management, Diversity and Inclusion. HPP provides centralized tracking, monitoring, and reporting processes to proactively respond to all allegations of harassment, whether or not accompanied by an EEO claim.

30 Business Days
VA aims to complete this process within 30 business days.



- Employee reports the matter to the immediate supervisor, or other management officials, or the Harassment Prevention Coordinator (HPC), or the Harassment Prevention Team at **1-888-566-3982** (press 3).
- For a list of Harassment Lead Prevention Coordinators, please visit: **ORMDI Harassment Prevention Program**.
- An informal investigation (inquiry, fact finding, etc) will typically be conducted by a supervisor, or, an appropriate management official or designee. See VA Handbook 0700.
- If the allegation is against a senior leader as defined in VA Directive 0500, local management will notify the Office of Accountability and Whistleblower Protection (OAWP).
- An appropriate management official, usually the supervisor of the alleged harasser, will determine in consultation with subject matter experts what action, if any, is recommended in the case and take action, as necessary.
- The appropriate management official will notify the employee who reported harassment of the completion and outcome of the process.
- The ORMDI HPP Office follows up with employees to ensure that management notified them about the outcome, the situation was resolved, and that any concerns about the process are addressed.
- The ORMDI HPP Office reviews all outcomes for appropriateness, timeliness, and trends.

If the matter raised before the ORMDI's HPP Office does not fall within its purview, the employee is informed of his or her options for redress. Contacting the ORMDI HPP Office does not preclude you from filing an EEO complaint. Please bear in mind that if you contact the ORMDI HPP Office, you have not initiated the EEO complaint process and you do not delay your time limits for filing an EEO complaint. **However, if you want to file an EEO complaint you must contact a ORMDI EEO Counselor within 45 calendar days of the date of the alleged discrimination by calling a (888)566-3982 and select option 2. For more information visit: <https://www.va.gov/ORMDI/HPP.asp>**

