

Affirmation of Course Completion

I, _____ have completed the self-study course, *Preventing Sexual Harassment Guidebook*. I understand MRP policy concerning sexual harassment. I also understand I am personally expected to be responsible for following MRP policy concerning sexual harassment while carrying out MRP missions and programs.

Signature _____

Division _____

Date _____

Supervisor's Signature _____ Date _____

MRP makes its training programs accessible to employees with disabilities. When planning to send an employee with a disability to training, the nominating official should contact the Training Office as early as possible to discuss the needs of the employee and make appropriate arrangements.

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202) 720-5881 (voice) or (202) 720-7808 (TDD).

To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, DC 20250, or call (202) 720-7377 (voice) or (202) 720-1127 (TDD). USDA is an equal employment opportunity employer.

Employees may also call the USDA Inspector General (OIG) “Hotline” (Calls may be made anonymously). In the Washington, D.C. area, call (202) 690-1622 or (202) 690-1202 (TDD). Outside of the Washington, D.C. area, call 1-800-424-9121.