

## NASA Policy Statement on Anti-Harassment

NASA remains committed to providing a work environment free from harassment and to preventing harassing conduct as early as possible, before it can become pervasive or severe. Therefore, it is NASA policy to take immediate and appropriate action when the Agency is made aware of allegations of harassment or determines that harassing conduct has occurred.

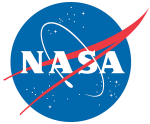
Harassment is defined as any unwelcome verbal or physical conduct, based on an individual's race, color, gender, national origin, religion, age, disability, genetic information, sexual orientation, status as a parent, or gender identity, which can reasonably be considered to adversely affect the work environment or an employment decision affecting the employee based upon the employee's acceptance or rejection of such conduct.

It is the responsibility of all employees to immediately report incidents of harassment to one of the following: management official or supervisor, the Center Anti-Harassment Coordinator, or any other official(s) as designated by the Center Director. Employees who make a good faith report of harassing conduct or who assist in any inquiry regarding such a report are protected from retaliation, which is not tolerated at NASA. Additionally, NASA makes every effort to ensure that reports of harassment are confidential to the fullest extent possible without impeding a fact-finding into such allegations.

Upon receipt of such a report, the appropriate management official will investigate the allegations and will take appropriate corrective or disciplinary action, up to and including removal, to ensure that no further harassing conduct occurs. Management officials have a duty to carry out their responsibilities under this policy, and failure to do so can result in disciplinary action.

This policy is separate and apart from any collective bargaining agreement or statutory complaint process that also covers harassment, such as the EEO complaint process. To initiate the EEO complaint process, an employee must contact an EEO counselor within 45 days of the alleged harassment.

For further information about NASA policy on anti-harassment and for technical assistance, contact the Agency or Center Harassment Coordinator or the Associate Administrator for Diversity and Equal Opportunity.



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## Frequently Asked Questions (FAQs)

### ***What is harassment?***

NASA policy defines harassment/harassing conduct as any unwelcome conduct, verbal or physical, based on an individual's race, color, gender, national origin, religion, age, disability, genetic information, sexual orientation, status as a parent, gender identity, or retaliation for making reports or allegations of harassment or providing information related to such allegations when: (1) The behavior can reasonably be considered to adversely affect the work environment or (2) An employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

### ***What are some examples of harassment defined above?***

Harassment that violates NASA policy can occur in a number of ways. Various examples include:

- Making jokes, remarks or displaying images, pictures, or other materials that unreasonably interfere with work performance or creates an intimidating, hostile, or offensive work environment.
- A supervisor coercing an employee into an unwelcome sexual relationship and then rewarding the employee with a promotion.
- A supervisor taking disciplinary action or denying a promotion to an employee because he or she rejected sexual advances from the supervisor.
- Retaliating against an employee for alleging harassment or participating in fact-finding interviews.
- Being the target of offensive or demeaning remarks because the employee is a single mother with children.
- Denying the opportunity of an employee to participate in an off-site training because he or she is over 40 years of age.
- Verbal abuse/put-downs, name-calling or the use of racial epithets or slang that creates an intimidating, offensive, or hostile work environment.
- Intimidating behavior such as asking for, or offering, sexual favors in return for positive performance appraisal or promotion.
- Displaying power over an employee because of gender through disparaging gender-related remarks and threatening behavior.

### ***Where should I go to report harassment?***

NASA employees who believe they have been the victims of harassment should report the matter immediately to their supervisor, the Center Anti-Harassment Coordinator, or other official(s) as designated by the Center Director.



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### ***What if I believe I have been harassed, but not based on the reasons above?***

NASA's anti-harassment policy and procedures are not intended to establish a general civility code for the Agency. Therefore, petty slights or minor annoyances are not covered. In addition, harassment covered under NASA policy is limited to the definition and protected categories, such as race and gender, provided above. If the alleged conduct you report does not meet the definition of harassment under this policy, there are a number of other options you may wish to explore to address your concerns. Your Center's Ombuds and Human Resources Offices can provide additional information regarding those options.

### ***What is the intent of the NASA anti-harassment program/procedures?***

The anti-harassment procedures set up a process for management to address employee allegations of harassment and take immediate and appropriate corrective action, including the use of disciplinary actions, to eliminate harassing conduct regardless of whether the conduct violated the law. The goal of anti-harassment policy and procedures is to address harassing conduct at the earliest possible stage, before it can become "severe or pervasive" harassment within the meaning of anti-discrimination laws.

### ***Is reporting harassment the same as filing an EEO complaint?***

No. The anti-harassment procedures do not affect rights under the EEO complaints process. The anti-harassment process is entirely separate and apart from the EEO complaints process. This means that an employee who reports allegations of harassment in accordance with the Agency's anti-harassment procedures has not filed an EEO complaint. An employee who wishes to file a discrimination complaint should contact his/her Center EEO Office within 45 days of the alleged harassing conduct.

### ***What is the role of managers and supervisors?***

Managers and supervisors are responsible for maintaining a work environment free of harassment. Managers or supervisors who observe or are made aware of allegations of harassing conduct are required to act promptly, effectively, and in accordance with NASA anti-harassment policy and procedures to determine the scope of the alleged harassing conduct and take corrective or disciplinary action as appropriate and necessary.

### ***What is the role of the Center Anti-Harassment Coordinators?***

The Center Anti-Harassment Coordinators are responsible for serving as the Center Point of Contact (POC) for all anti-harassment matters. Their role includes, but is not limited to, assisting managers and supervisors with addressing allegations of harassment, and maintaining Center records. For instance, the Coordinator helps ensure a proper fact-finding is completed, and that prompt and appropriate corrective action is taken if the Agency determines that harassing conduct has occurred.



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***If I report harassment, will the information provided be kept confidential?***

All information shall remain confidential to the greatest extent possible in accordance with the Privacy Act. Information is restricted to those who have a "need to know:" and may include fact-finders, the Center Anti-Harassment Coordinator, witnesses, the alleged harasser, and supervisors who are required to take action on the matter raised.

***I'm a contractor who believes that I'm a victim of harassment by another contract employee, where should I go?***

NASA anti-harassment policy and procedures only covers Federal civil servants. NASA does not have the authority to address contractor-on-contractor issues pertaining to harassment, however it is expected that all contractors conducting work on NASA premises will refrain from engaging in harassing conduct.

For allegations of harassment involving a contractor employee, NASA supervisors should immediately contact the appropriate Contracting Officer.

***I'm a contractor who believes I have been harassed by a Federal civil servant, what should I do?***

Contact your Center Anti-Harassment Coordinator for information and guidance.

***If I report harassment and then change my mind about going forward with the allegations, what happens?***

The Agency is still obligated to look into the allegations raised.

**Intern Acknowledgement for the NASA Policy Statement on Anti-Harassment**

I acknowledge I have received and read the NASA Policy Statement on Anti-Harassment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date