National Oceanic and Atmospheric Administration
National Environmental Satellite, Data and Information Service
Policy Statement on the Prevention of Sexual Harassment

The National Environmental Satellite, Data and Information Service (NESDIS) is responsible for the delivery of accurate, timely, and reliable satellite observations and integrated products and the provision of long-term stewardship for global observations data in support of the NOAA mission. NESDIS is committed to providing a workplace in which diversity is valued and discrimination and harassment are non-existent. In particular, it is NESDIS policy that sexual harassment is unacceptable conduct and will not be tolerated. Sexual harassment is a form of sex-based discrimination and is therefore a prohibited and illegal practice. Substantiated claims of sexual harassment in the NESDIS workplace will result in corrective action up to and including removal from Federal service.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. If an employee feels that he/she has been sexually harassed by a co-worker, supervisor, contract employee or visitor, he/she should tell the harasser that the conduct is unwelcome and to stop immediately. They should also promptly inform a management official such as their first or second line supervisor, the NESDIS EEO & Diversity Program Manager or a NOAA Human Resource official. An EEO discrimination complaint can also be filed with the NOAA Civil Rights Office within 45 days of the alleged event.

Managers and supervisors have a responsibility to communicate this zero-tolerance policy to their employees, to monitor their work areas for compliance, and to respond quickly and effectively to allegations of sexual harassment. The NESDIS EEO & Diversity Program Office is available to assist managers, supervisors, and employees in understanding and carrying out their responsibilities in this regard.

It is imperative that each NESDIS employee adhere to this policy and confront and eradicate harassment when it is identified. I am confident that, with the commitment of all managers, supervisors, and employees, the NESDIS work environment will continue to thrive without the harmful effects of unlawful harassment and discrimination.

Gregory W. Withee, Assistant Administrator, NESDIS

Date: 4 November 2005