UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Silver Spring, MD 20910
OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

JUN 0 1 2013

MEMORANDUM FOR: All OAR Employees

FROM: Robert S. Detrick, Ph.D.
Assistant Administrator

SUBJECT: Sexual Harassment Policy Statement

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is any unwelcomed sexual advance, unwelcomed request for sexual favors, or unwelcomed verbal or physical conduct of a sexual nature that occurs in the workplace. Any employee who believes that the actions or words of a supervisor, manager, other employee, or other persons constitute harassment has a responsibility to report or complain about the situation as soon as possible to his or her supervisor or a higher level official who will promptly handle the matter. All OAR employees have an obligation to cooperate in preventing sexual harassment in the workplace.

Sexual harassment will not be tolerated. I expect supervisors and managers to demonstrate zero tolerance and take immediate preventive steps and corrective actions when warranted by the facts and circumstances. Allegations of harassment will be investigated immediately, and where allegations are substantiated, appropriate action will be taken. Any supervisor who is informed of alleged sexual harassment is obligated to look into the allegations. Any supervisor needing guidance on how to address alleged sexual harassment should contact Gail Hamilton in the Office of Workforce Management at 757-441-3835 or Joseph Hairston in NOAA's Office of Civil Rights at 301-713-0500. Supervisors who fail to follow up on allegations of sexual harassment may themselves be subject to disciplinary action.

If you have any questions regarding this policy, please contact the OAR EEO/Diversity Program Manager, Nicole Mason, at 301-734-1279.

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