

**NATIONAL SCIENCE FOUNDATION  
OFFICE OF THE DIRECTOR  
Arlington, VA 22230  
STAFF MEMORANDUM**

**O/D 10-02  
January 8, 2010**

**Administration and Management**

**SUBJECT:** Policy Statements on Equal Opportunity and Diversity  
and Prevention of Harassment

We are committed to creating a diverse workforce and to succeeding in the critical areas of recruitment, management, and motivation of a staff that fulfills NSF's mission. In support of that commitment, we re-issue the attached policy statements on equal opportunity, diversity, and prevention of harassment.

Please embrace the principles contained in these statements and commit to creating a work environment based on dignity and respect for each other. Equal opportunity and diversity must be integral parts of our business practices as we go about the daily responsibilities of getting our jobs done.

Arden L. Bement, Jr.  
Director

Cora B. Marrett  
Acting Deputy Director

Attachments (2)  
Distribution: All employees  
Originating Unit: Office of Equal Opportunity Programs  
Replaces: O/D 09-01

# **NATIONAL SCIENCE FOUNDATION**

## **EQUAL OPPORTUNITY AND DIVERSITY POLICY STATEMENT**

It is the policy of the National Science Foundation (NSF) to ensure equal opportunity in all phases of employment, delivery of services, and administering of grants and contracts. NSF will maintain an environment for all of our employees and customers that is free from prohibited discrimination and harassment based on race, color, religion, gender (includes sexual harassment and discrimination based on pregnancy), sexual orientation, disability, age, national origin, and protected genetic information. Individuals are also protected from retaliation for exercising their rights under anti-discrimination laws.

Any complaint of prohibited discrimination or retaliation will be taken seriously. Any employee or customer, who believes that he/she has been discriminated or retaliated against, should contact NSF's Office of Equal Opportunity Programs.

One of our major intents, as we advance research and education in science and engineering for the next generation, is to promote diversity in our workforce and in all NSF programs and activities. We are committed to addressing our diversity goals through the NSF Strategic Plan. All managers and supervisors are encouraged to increase the participation of underrepresented groups through effective outreach and recruitment practices.

By working together, NSF can maintain a work environment that promotes fairness, inclusiveness, and respect for all employees.

Arden L. Bement, Jr.  
Director

Cora B. Marrett  
Acting Deputy Director

## **NATIONAL SCIENCE FOUNDATION POLICY ON THE PREVENTION OF HARASSMENT**

It is the policy of the National Science Foundation (NSF) that all employees should be able to work in an environment that is free from harassment. We want to ensure a work environment that is respectful of human dignity and conducive to maximum productivity. NSF will not tolerate harassment in the workplace.

Harassment is prohibited by Federal law, and is defined as any unwelcome verbal or physical conduct based on race, color, religion, gender, sexual orientation, disability, age, national origin, and protected genetic information that is so objectively offensive as to alter the conditions of the individual's employment. Harassment unreasonably interferes with the performance of an employee and can create an intimidating, hostile, or offensive work environment. Furthermore, any retaliation against an individual who has brought forth a complaint alleging harassment is similarly unlawful.

NSF employees who feel that they are being harassed by supervisors, co-workers, or customers should make it clear to the individual(s) that such behavior is offensive and unwelcome. They should immediately report this behavior to an appropriate management official in the organization in which the incident occurred or to the Office of Equal Opportunity Programs.

The confidentiality of employees bringing forth complaints of harassment will be protected to the extent possible. In accordance with the EEO complaint process, all allegations of harassment will be promptly and thoroughly investigated. NSF will take the actions necessary to ensure that these matters are addressed swiftly, fairly, and effectively.

We know that you will support our continuing commitment to exhibit the highest level of professional behavior and courtesy that each of us deserves.

Arden L. Bement, Jr.  
Director

Cora B. Marrett  
Acting Deputy Director