

**National Science Foundation
Office of Diversity and Inclusion
Arlington, VA 22230**

ODI Bulletin No. 15-01

April 23, 2015

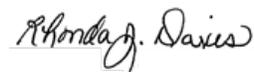
SUBJECT: National Science Foundation's (NSF) Commitment to a Harassment-Free Environment

On March 16, 2015, Dr. Córdova issued Staff Memorandum, OD 15-03, Policy Statement on the Prevention of Harassment. This statement affirmed NSF's policy that all its employees should be able to work in an environment that is free from harassment. In addition to this policy statement, NSF requires that all of its proposers and awardees comply with nondiscrimination obligations through use of certifications and assurances.

Not Alone is the first report of the White House Task Force to Protect Students from Sexual Assault (<https://www.whitehouse.gov/1is2many/notalone>). In conjunction with Title IV of the Civil Rights Act which implicates legal rights regarding sex-based discrimination in public schools; and Title IX of the Educational Amendments of 1972 which prohibits discrimination on the basis of sex against any person in educational programs and activities receiving federal funding, this report provides guidelines for enforcement efforts.

The Office of Diversity and Inclusion (ODI) would like to inform every NSF employee of their role if they are made aware of allegations that someone is experiencing sexual harassment and/or assault, either within NSF or at an institution receiving financial assistance from NSF. Upon notice of such allegations, NSF employees are to immediately notify ODI, which is the primary NSF point-of-contact for complaints and general information on harassment. ODI's main telephone number is 703-292-8020.

Attached is a copy of the aforementioned policy statement issued by the Director regarding the Foundation's commitment to a harassment-free environment which provides more detailed information about this important issue.



Rhonda J. Davis
Acting Head
Office of Diversity and Inclusion

ATTACHMENT

DISTRIBUTION: ALL EMPLOYEES
ORIGINATING OFFICE: ODI

**NATIONAL SCIENCE FOUNDATION
OFFICE OF THE DIRECTOR
ARLINGTON, VA 22230**

STAFF MEMORANDUM

**OD 15-03
March 16, 2015**

ADMINISTRATION AND MANAGEMENT

SUBJECT: Policy Statement 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. As Director and Chief Operating Officer, 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, sex (includes sexual harassment and discrimination based on pregnancy), disability, age, national origin, sexual orientation, and protected genetic information that is so objectively offensive as to alter the conditions of the individual's employment. Harassment unreasonably interferes with an employee's performance, 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.

Sexual harassment is a concern that deserves special mention. Federal guidelines and case law define sexual harassment as including "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature" not only when the conduct is made as a condition of employment ("quid pro quo" harassment), but when the conduct creates an intimidating, hostile, or offensive working environment.

NSF employees who feel 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 Diversity and Inclusion (ODI). Also, management officials who receive any allegations of harassment should consult with ODI for guidance.

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

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



France A. Córdova
Director



Richard O. Buckius
Chief Operating Officer

Distribution: All employees

Originating Unit: Office of Diversity and Inclusion

Replaces: OD 10-01