NATIONAL SCIENCE FOUNDATION
OFFICE OF THE DIRECTOR
ARLINGTON, VA 22230

STAFF MEMORANDUM

OD 13-03
March 6, 2013

ADMINISTRATION AND MANAGEMENT

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

As Director and Deputy Director of the National Science Foundation, we are committed to creating a diverse workforce. To do so, we must focus upon the critical areas of recruitment, management, and motivation of staff. These are essential to fulfilling NSF's mission, and to helping us become the model equal employment opportunity agency as defined by the U.S. Equal Employment Opportunity Commission, NSF's Strategic Plan, and our new Diversity and Inclusion Strategic Plan. We are further committed to ensuring that equal opportunity and demonstrated mutual respect are model behaviors for every NSF employee.

To support these commitments, 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. Striving to cultivate an inclusive environment requires the steadfast support and commitment of every employee.

Subra Suresh
Director

Cora Marrett
Deputy Director

Attachments (2)

Distribution: All employees
Originating Unit: Office of Diversity and Inclusion
Replaces: O/D 12-04

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, sex (includes sexual harassment and discrimination based on pregnancy), disability, age, national origin, sexual orientation, 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 Diversity and Inclusion.

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 NSF's Strategic Plan and NSF's Diversity and Inclusion 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.

Subra Suresh
Director

Cora Marrett
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. As Director and Deputy Director, 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 on handling such issues, which is in the process of devising and implementing uniform procedures for processing harassment issues.

The confidentially 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.

Subra Suresh
Director

Cora Marrett
Deputy Director