




UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Silver Spring, MD 20910

OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

AUG 7 2017

MEMORANDUM FOR: All OAR Employees
FROM: 
Craig N. McLean
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 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.

NOAA has launched the NOAA Sexual Harassment/Sexual Assault (SASH) Helpline. The SASH Helpline will provide support for NOAA employees, contractors, and affiliates who are victims and/or survivors of sexual harassment or sexual assault in the workplace. The Helpline is operated by the Rape, Abuse and Incest National Network (RAINN). The NOAA SASH Helpline number is accessible through a variety of channels, including:

- Phone: 1-866-288-6558
- Website and online chat: <http://NOAASASHHelpline.org>
- Mobile app: NOAA SASH Helpline (available via iOS and Android app stores)
- Text: (202) 335-0265

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 allegations of sexual harassment should contact Gail Hamilton, Workforce Management Office, 757-441-3835 or Kenneth Bailey, NOAA Civil Rights Director, 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 or nicole.mason@noaa.gov.



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