UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL OCEAN SERVICE
Silver Spring, Maryland 20910

MEMORANDUN FOR: All NOS Employees

FROM: John H. Dunnigan
Assistant Administrator

JUN 05 2008

SUBJECT: Sexual Harassment Policy Statement

It is the policy of NOAA's National Ocean Service (NOS) that all employees will be allowed to work in an environment free from unsolicited and unwelcome verbal or physical sexual advances. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. To this end, sexual harassment is unacceptable conduct in the work place and will not be tolerated. Sexual harassment undermines the integrity of our employment relationships and therefore our ability to meet our mission responsibilities. I expect supervisors and managers to demonstrate zero tolerance and take immediate preventative steps and corrective actions when warranted by the facts and circumstances.

Sexual harassment is any unwelcomed sexual advances, requests for sexual favors, and unwelcomed verbal or physical conduct of a sexual nature that occurs in the workplace. Any employee who believes that a supervisor's, manager's, other employee's, or nonemployee's actions or words constitute unwelcomed harassment has a responsibility to report or complain about the situation as soon as possible to their supervisor or a higher level official who will promptly handle the matter. Employees may also contact the Office of Workforce Management or the Office of Civil Rights.

All NOS employees have an obligation to cooperate in preventing this problem. I know many of you have shown strong commitment towards eliminating sexual harassment from the work environment, and I encourage you to continue your efforts.

If you have any questions regarding this policy, please contact the NOS Equal Employment Opportunity and Diversity Manager, Michelle A. Crockett, at 301-713-9882.

cc: DUS - Mary Glackin
WFM – Eddie Ribas
CR – Terri Bell (acting)

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