

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

STAFF MEMORANDUM

O/D 08-01
January 18, 2008

Administration and Management

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

We are committed to creating a diverse workforce that succeeds in the critical aspects of recruiting, managing, and motivating a staff that fulfills our mission. To that end, we re-issue the attached policy statements on equal opportunity and prevention of sexual 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

Kathie L. Olsen
Deputy Director

Attachments (2)

Distribution: All employees

Originating Unit: Office of Equal Opportunity Programs

Replaces: O/D 07-01

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, sexual orientation, disability, age, national origin, and protected genetic information.

We can assure our employees that any complaint of prohibited discrimination will be taken seriously. Any employee, who believes that he/she has been discriminated against should contact NSF's Office of Equal Opportunity Programs.

One of our major intents, as we shape 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

Kathie L. Olsen
Deputy Director

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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 Title VII of the Civil Rights Act of 1964, as amended, and is defined as any unwelcome verbal or physical conduct based on one of the protected bases 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. Further, any retaliation against an individual who has brought forth a complaint alleging sexual 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 complaints process procedures, all allegations of harassment will be promptly and thoroughly investigated. NSF will take necessary action 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

Kathie L. Olsen
Deputy Director