



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE
1325 East-West Highway
Silver Spring, Maryland 20910-3283
THE DIRECTOR

FEB 27 2008

MEMORANDUM FOR: All NWS Employees

FROM:

John L. Hayes

SUBJECT:

Sexual Harassment Policy Statement

The National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) is committed to creating an environment where everyone has the opportunity to reach their full potential. Sexual harassment endangers the environment of tolerance, civility, and mutual respect that must prevail if the NWS is to fulfill its mission. Therefore, it is the policy of the NWS to provide a work environment free of sexual harassment where all employees are treated with respect.

Sexual harassment is defined as deliberate or repeated unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature. Any type of harassment which leads to a hostile work environment will not be tolerated. NWS maintains a zero tolerance against inappropriate behavior and harassment in the workplace. NWS managers and supervisors are required to take immediate corrective actions in support of the zero tolerance policy for any behavior which contributes to an uncomfortable work environment for NWS employees.

I am committed to creating a work environment free of sexual harassment. If you believe you are a victim of sexual harassment, seek guidance from the NWS Office of Equal Opportunity and Diversity Management (OEODM) at 301-713-0692, or contact an EEO Counselor in the NOAA Civil Rights Office at (voice) 301-713-0500 or 1-800-452-6728, (TDD) 301-713-0982, or (fax) 301-713-0983.

You can exercise your rights through the discrimination-complaint process and seek the assistance of an EEO representative without fear of retaliation. For more information on what constitutes sexual harassment, visit the NOAA Civil Rights Office web site at: <http://www.ofa.noaa.gov/civilr/eeopol.htm>. OEODM is also available to provide Prevention of Sexual Harassment training for managers, supervisors, and employees upon request. Interested parties may contact any OEODM staff member to schedule training.

