



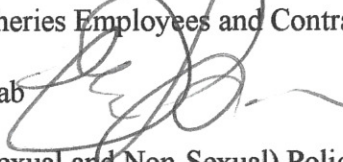
**UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration**

NATIONAL MARINE FISHERIES SERVICE

1315 East-West Highway
Silver Spring, Maryland 20910

THE DIRECTOR

DEC 22 2011

MEMORANDUM FOR: All NOAA Fisheries Employees and Contract Employees
FROM: Eric C. Schwaab 
SUBJECT: Harassment (Sexual and Non-Sexual) Policy Statement

The NOAA Fisheries Service remains committed to ensuring that all employees enjoy a workplace that is free from harassment, whether sexual or non-sexual. As most of us know, harassment can destroy the cohesiveness of a team, lower employee morale and in some cases destroy an individual's career. Therefore, as we work together to correct employee misconduct and to eradicate inappropriate activity it is my expectation that any allegation of harassment based on sex, race, color, national origin, age, religion, disability (physical or mental), sexual orientation, genetic information or reprisal, be brought to management's attention immediately. Employees who witness an incident that they perceive to be prohibited harassment are strongly encouraged to report the incident.

NOTE: Harassing conduct includes, but is not limited to the following:

- Epithets, slurs, jokes, negative stereotyping or threatening, intimidating or hostile acts that relate to a person's race, color, religion, gender, national origin, age, sexual orientation or disability.
- Written or graphic material which demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, sexual orientation, genetic information or disability and is posted on walls, bulletin boards, e-mail or elsewhere within NMFS facilities.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment.

Any employee wishing to initiate an EEO complaint arising out of an alleged incident of harassment must contact the NOAA Civil Rights Office at 301-713-0500, within 45 days of the date of the matter alleged to be discriminatory or, in the case of personnel action, within 45 days of the effective date of the action.

NOTE: Employees should not wait until the agency's internal harassment inquiry is completed to contact the NOAA Civil Rights Office if waiting will allow the 45-day time limit to expire. Remember, any individual who believes that they have been a victim of harassment whether by a supervisor, co-worker, contractor or peer have several avenues of redress. You can confront the harasser, seek help from your immediate supervisor or the NMFS Program Director for EEO and Diversity, contact the NOAA Civil Rights Office, or contact your NOAA Workforce Management (WFM) advisor.

Remember, preventing harassment in our workplace remains top priority for this organization. If you have any questions regarding this policy or our National EEO and Diversity Program, please contact Natalie Huff on 301-427-8025.

cc: Joseph Hairston, Director NOAA Civil Rights Office
Sandra Manning, Director for Workforce Management

THE ASSISTANT ADMINISTRATOR
FOR FISHERIES

