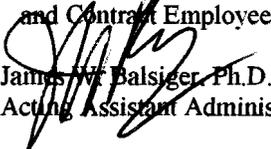




UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL MARINE FISHERIES SERVICE  
1315 East-West Highway  
Silver Spring, Maryland 20910  
THE DIRECTOR

JAN - 7 2009

MEMORANDUM FOR: All NOAA Fisheries Service Employees  
and Contract Employees

FROM:  James W. Balsiger, Ph.D.  
Acting Assistant Administrator for Fisheries

SUBJECT: Harassment Policy (Sexual and Non-Sexual)

NOAA Fisheries is committed to maintaining a work environment that is free from all forms of harassment and discrimination. Harassment, based on race, color, religion, sex, and national origin, is a form of discrimination that violates Title VII of the Civil Rights Act of 1964, as amended. Additionally, harassment based on age, sexual orientation, and/or mental or physical disability is a prohibited personnel practice. Therefore, any harassment based on these factors, whether committed by a supervisor, co-worker, contractor, peer, or manager is strictly prohibited and will not be tolerated.

All employees must work together to eliminate harassment in the workplace. Keep in mind, harassment, whether sexual or non-sexual, can interfere with an individual's work performance and/or create a hostile or offensive work environment. Therefore, employees are "strongly encouraged to report any incident they perceive to be prohibited harassment, to include incidents personally experienced and those witnessed."

Supervisors and managers are expected to maintain standards that promote a work environment free from discrimination, harassment, retaliation, and unprofessional or disrespectful conduct. Therefore when an incident is reported, you must take immediate and appropriate corrective action to stop the conduct that violates this policy. Failure to do so could result in disciplinary or adverse action.

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 contact your NOAA Workforce Management (WFM) advisor. A complete listing of these individuals can be found at: [http://www.wfm.noaa.gov/contact\\_lists.html](http://www.wfm.noaa.gov/contact_lists.html). Other available resources include Larry J. Beat, the Director of the NOAA Civil Rights office or Natalie Huff, the NMFS National Program Director for EEO and Diversity. They can be reached at 301-713-0500 (voice), or 301-713-0982 (TDD) and 301-713-1456, respectively.

Any employee wishing to initiate an EEO complaint arising out of an alleged incident of harassment must contact the NOAA Civil Rights Office within 45 calendar days of the date of the incident. **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.

If we work together, we can make a difference. If you have any questions regarding this policy, or have questions about our National EEO and Diversity Program, please contact Natalie Huff.

cc: DUS – Mary Glackin  
WFM – Eddie Ribas  
OCR – Larry J. Beat



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