



Reporting Harassment at NOAA

1 message

Office of Human Capital Services <announcement@noaa.gov>

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NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE



MEMORANDUM FOR:	All NOAA Employees and Contractors
FROM:	Office of Human Capital Services
SUBJECT:	Reporting Harassment at NOAA
DATE:	November 22, 2019

Reporting Allegations of Harassment at NOAA: Two Separate Processes

The process of reporting harassment to NOAA's Office of Human Capital Services (OHCS) is separate and distinct from filing an EEO complaint. Where the EEO complaint process focuses on providing remedial relief to workers affected by discriminating behavior, the "955" process outlined in [DAO-202-955 \(Allegations of Harassment Prohibited by Federal Law\)](#) provides an expedited process for Management to review allegations of harassment, terminate actual incidents of harassment, and taking disciplinary action for substantiated allegations.

Reporting Harassment Allegations to the Office of Human Capital Services

- Supervisors: Per the DAO, Supervisors who receive (or become aware of) an allegation of prohibited harassment related to the NOAA workplace must immediately report the allegation in writing to OHCS. Supervisors are encouraged to contact their ER Specialists for advice and use our new email address dedicated to receiving all harassment allegations: **DAO-955.OHCS@noaa.gov**
- Non-Supervisors in the NOAA Workplace: You are encouraged to report allegations of harassment to your Supervisor, a Supervisor in your office, or any NOAA Supervisor. You can also report harassment directly to OHCS by using our new email address dedicated to receiving all harassment allegations:
DAO-955.OHCS@noaa.gov

Reporting Allegations of Harassment to the NOAA Office of Inclusion and Civil Rights If you feel that you have been the victim of harassment and elect to file an EEO complaint, please contact the NOAA Office of Inclusion and Civil Rights at:
[1-800-452-6728](tel:1-800-452-6728) or [\(301\) 713-0500](tel:301-713-0500) and visit <http://www.eeo.noaa.gov/noaa> for more information on the EEO Complaint process.

What is Harassment? Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. It is unwelcome conduct based on sex, race, color, religion, sex (including pregnancy), national origin, age (40 or older), religion, disability or genetic information. Harassment is unwelcome conduct that is so frequent and/or severe that it creates a hostile or offensive work environment or it results in an adverse employment decision (such as the victim being fired or demoted).

Who are Harassers? They can be anyone in the NOAA workplace. It can be the victim's Supervisor, an agent of the employer, a Supervisor in another area, a co-worker, or even a non-employee.

Who are Victims of Harassment? They can be anyone in the NOAA workplace. For sexual harassment, it is also important to understand that the victim does not have to be of the opposite sex of the harasser for sexual harassment to occur. Finally, the victim does not have to be the person actually harassed but could be anyone in the workplace affected by the offensive conduct.

What about Retaliation? It is unlawful to retaliate against an individual for opposing employment practices that discriminate based on sex, race, color, religion, sex (including pregnancy), national origin, age (40 or older), religion, disability, or genetic information or for filing a discrimination charge, testifying as a witness, or participating in any way in an equal employment opportunity (EEO) investigation, proceeding, or litigation under Title VII.

NOAA Sexual Assault/Sexual Harassment (SASH) Helpline If you have experienced sexual harassment or been the victim of sexual assault, NOAA has established the NOAA Sexual Assault/Sexual Harassment (SASH) Helpline. This helpline was designed to provide crisis intervention, referrals, and emotional support to NOAA employees, contractors, and affiliates who are victims and/or survivors of sexual harassment or sexual assault. The helpline is operated by the Rape, Abuse, and Incest National Network (RAINN), the nation's largest anti-sexual violence organization. More information about RAINN is available at <http://www.rainn.org> Through the NOAA SASH Helpline, RAINN support specialists provide live, confidential, one-on-one support regardless of the place or time of the occurrence. This support is available to all NOAA employees, contractors, and affiliates even if the incident occurs outside of the workplace or is unrelated to work. All services are anonymous, secure, and available worldwide, 24/7:

- Phone: 1-866-288-6558
- Website & Online Chat: <https://www.noasashhelpline.org/>
- Mobile App: NOAA SASH Helpline (available via iOS and Android App Stores)
- Text: (202) 335-0265

Employee Assistance Program Federal employees and their immediate family members may also contact the Employee Assistance Program (EAP) for counseling services. The EAP is administered by the Federal Occupational Health (FOH), a component of the U.S. Public Health Service, Department of Health and Human Services, and is a professional counseling and referral resource that is available to help resolve life challenges, large or small.

Please click here to access EAP services on the OHCS Intranet: [EAP](#) or [WorkLife4You](#)
Contact EAP directly at <http://www.foh4you.com/>

- Phone 24/7 toll free at 1-800-222-0364 (for individuals with hearing impairments, TTY 1-800-262-7848) to take advantage of their services