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

JAN 27 2004

27 Jan 2004
As I said in my first Town Hall meeting -- we need an environment where everybody can contribute to the maximum of their ability.

MEMORANDUM FOR: All NWS Employees

FROM: David L. Johnson

SUBJECT: Sexual Harassment Policy Statement

The policy of NOAA's National Weather Service is 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 contacts of a sexual nature. The Equal Employment Opportunity Commission has specifically defined two types of sexual harassment, quid pro quo and hostile environment, which are illegal behaviors. Quid pro quo harassment occurs when an unwelcome sexual advance is directly or indirectly made a requirement of employment or when an employment decision is based on submission to, or rejection of, unwelcome sexual advances. A hostile environment occurs when unwelcome sexual conduct is intended to, or unreasonably interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Managers and supervisors must take a strong stand against such behavior and demonstrate, through immediate action, that this type of behavior will not be tolerated. If you believe you are a victim of sexual harassment, you should seek guidance from an Equal Employment Opportunity (EEO) Manager 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 use 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's web site at http://www.ofa.noaa.gov/~civilr/eeopol.htm.