

OHR-Statement on Sexual Harassment and Other Prohibited Types of Harassment

AcademyNet » OHR-Statement on Sexual Harassment and Other Prohibited Types of Harassment

June 21, 2018

STATEMENT ON SEXUAL HARASSMENT AND OTHER PROHIBITED TYPES OF HARASSMENT

The purpose of this statement is to define sexual harassment and other types of harassment prohibited by law, communicate the policy of the National Academies and ensure that violations are addressed effectively. This statement applies to all employees of the National Academies at all locations, Academy members and participants engaged in National Academies' activities, contractors, vendors and sponsors.

STATEMENT

The National Academies are committed to maintaining a workplace that is free of instances of harassment covered by this policy statement. We expect managers, supervisors, employees, volunteers, Academy members and others engaged in the work of the National Academies to understand the responsibility that we have to maintain a work environment free of harassment and intimidation. We all share the institutional responsibility to not commit harassing acts, to not tolerate or ignore those of others and to avoid knowingly placing others in situations where they may be harassed.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Other types of harassment prohibited by law include any verbal or physical conduct directed at a individuals or groups of people because of their race, ancestry, creed, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, physical or mental disability, medical condition, marital status, family responsibilities, genetic information, political affiliation, personal appearance, matriculation, military status, veteran status, or any other characteristic protected by applicable laws, when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Compliance with this statement is required in all settings and locations in which work and activities are conducted, including committee meetings, workshops, conferences, and other work and social functions where employees, volunteers, sponsors, vendors, or guests are present. All incidents of harassment or inappropriate sexual conduct must be reported regardless of their seriousness.

REPORTING PROCEDURES

Employees

If an employee believes that he or she has witnessed or been subjected to sexual harassment or any other form of harassment covered by this policy, the employee should:

- If comfortable doing so, feel free to make their unease and/or disapproval directly and immediately known to the harasser; and
- Report the incident to the Office of Human Resources.

Supervisors/ Managers


Supervisors and managers must deal expeditiously and fairly with allegations of harassment within their departments, whether or not there has been a written or formal complaint. Supervisors must:


- Act promptly and report the incident to the Office of Human Resources.
- Supervisors who knowingly allow or tolerate sexual harassment are in violation of this statement and subject to discipline.


Academy Members/Participants in National Academies' Activities


If comfortable doing so, Academy members and participants in National Academies' activities are encouraged to report any incident of harassment by making their unease or disapproval directly and immediately known to the individual. They are also urged to:

Contact Details

 TITLE
Office of Human Resources

 EMAIL
hrservicecenter@nas.edu

 TELEPHONE
3400

 ADDRESS
Fax: x3850
Mail: KECK WS302
Hours: 9am - 4pm, Monday - Friday

Related Content

[Human Resource Policies](#)

Related Documents

[OHR-Statement on Sexual Harassment and Other Prohibited Types of Harassment](#)

- File a complaint with the Office of Human Resources under the Resolution Procedures section of this statement, or
- Report the incident to an employee involved in the activity in which the member or volunteer is participating, who will then file a complaint with the Office of Human Resources.

Employee Relations Manager, Office of Human Resources

The Employee Relations Manager, of the Office of Human Resources is responsible for:

- Ensuring that both the employee filing the complaint and the individual accused of engaging in the harassment are aware of the seriousness of a harassment complaint;
- Explaining the National Academies' position as it relates to harassment and investigation procedures to all involved in the investigation;
- Exploring means of resolving harassment complaints and
- Arranging for an investigation of the alleged harassment and making recommendations for remedial actions as appropriate.

RESOLUTION PROCEDURES

All incidents of harassment covered by this policy should be reported. To initiate an investigation into an alleged violation of this statement, employees may file a harassment complaint with the Office of Human Resources. Complaints should be filed as soon as possible after an incident of alleged harassment. The Office of Human Resources will investigate the alleged violation in consultation with the Office of the General Counsel.

To ensure the prompt and thorough investigation of the alleged harassment complaint, the complainant should provide as much of the following information as is possible:

- Name, department, and role of the person or persons allegedly causing the harassment;
- Description of the incident(s), including the dates, locations and the presence of any witnesses;
- Alleged effect, if any, of the incident(s) on the employee's job title, salary, benefits, promotional opportunities or other terms or conditions of employment;
- Names of other employees, if any, who might have been subject to the same or similar harassment;
- Steps the employee has taken to try to stop the harassment and
- Any other information the employee believes to be relevant to the harassment complaint.

If an investigation results in a finding that an individual has violated this statement, the National Academies will take the actions necessary to protect those involved in its activities from any future harassment, including in appropriate circumstances the removal of an individual from current National Academies activities and a ban on participation in future activities.

Employees who violate this statement are subject to appropriate discipline. If an investigation results in a finding that this statement has been violated by an employee, disciplinary actions will be taken in accordance with the Progressive Discipline Policy, up to and including termination of employment.

CONFIDENTIALITY

All inquiries, complaints, and investigations are confidential, and information is revealed only on a need-to-know basis. Information contained in a complaint is kept confidential. All individuals involved in the investigation are advised that retaliation against an employee who has made a complaint is a violation of this statement and applicable law. Other steps as appropriate may be taken to protect the employee from the potential for further harassment during an investigation. No record of a complaint is kept in the employee's personnel file.

All information pertaining to a harassment complaint or investigation is maintained by the Employee Relations Manager in secure files. The Employee Relations Manager is responsible for explaining the procedures for handling information related to harassment complaints and investigations to all of the individuals involved in an investigation of a complaint.

OTHER AVAILABLE PROCEDURES AND ADMINISTRATION

At any time, an employee may exercise his or her legal prerogative of filing a formal complaint with the relevant federal government agencies, the D.C. Office of Human Rights, or both. Nothing in the procedures summarized above precludes or diminishes the right of formal complaint.

Important Telephone Numbers

Emergency: 911

Security: x3613

Keck Front Lobby: x3059

NAS Front Lobby: x3731

C Street Lobby: x3732

Facilities: x1234

Meetings: x2345

Helpdesk: x3430

Comments, compliments, complaints? Contact us via email

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