



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Silver Spring, MD 20910

February 23, 2023

MEMORANDUM FOR: All NOAA Fisheries Employees and Contractors

FROM: Janet Coit
Assistant Administrator for Fisheries

SUBJECT: Anti-Harassment Policy Statement

NOAA Fisheries is committed to creating and maintaining a diverse and inclusive workforce that is free of harassment. Harassment or retaliation in any form is unacceptable and will not be tolerated. As an organization, our employees have diverse backgrounds, views, and values.

Therefore, it is essential that each of us do everything within our power to create a workplace that is free from harassment on the basis of an individual's race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, national origin, age (40 years and over), disability (physical and mental), genetic information (including family medical history) or any other basis protected by law.

By definition, workplace harassment includes, but is not limited to slurs, intimidating acts, unwanted touching, insinuating threats, insulting gestures, epithets, stereotyping, obscenities, and the circulation of written or graphic material that shows hostility toward individuals because of their protected status.

This policy statement prohibits harassment by or of any employee, contractor, vendor, or applicant for employment, or other individual with whom NOAA Fisheries interacts by virtue of their work. Conduct prohibited by this policy statement also includes work-related settings outside the workplace, such as during business trips, business meetings, and business-related social events.

Remember, harassment and other forms of discrimination is unlawful and will not be tolerated. Therefore, when such incidents occur, they can be reported to NOAA's Office of Human Capital Services (OHCS) Employee & Labor Relations Branch (ELRB) pursuant to the Department Administrative Order (DAO) 202-955, commonly referred to as the **955 Process**. This reporting mechanism provides employees a way to report harassment of any kind that is separate and distinct from the EEO complaint process.

Managers and supervisors have an affirmative duty to report harassment to the OHCS 955 program office when they become aware of it. In addition, managers and supervisors are responsible for preventing, documenting, and promptly correcting harassing conduct in the workplace. Additional guidance on this matter can be found in [Departmental Administrative Order \(DAO\) 202-955: Allegations of Harassment Prohibited by Federal Law](#).

Finally, any NOAA Fisheries employee, affiliate, or contractor who experiences sexual assault or sexual harassment is encouraged to reach out to the NOAA Workplace Violence and Prevention Response Office (WVPR). The WVPR program provides comprehensive services for individuals who have experienced a sexual assault or sexual harassment (SASH) incident. Additional guidance on this topic can be found in [NOAA Administrative order \(NAO\) 202-1106: NOAA Sexual Assault and Sexual Harassment Prevention and Response Policy](#). Additionally a WVPR staff member can provide information regarding SASH reporting options, victim advocacy services, and available resources. Federal employees, contractors, and NOAA Affiliates are encouraged to contact a WVPR Regional Coordinator at noaa.victimservices@noaa.gov for confidential consultation or to initiate a restricted report of SASH. Support services are also available via the SASH 24/7 Helpline (operated by RAINN) at 1-866-288-6558 or <http://NOAASASHHelpline.org>. If you have any questions regarding this policy please feel free to contact Natalie Huff, Program Director for EEO and



Diversity, at 301-427-8025.

cc: Dr. Ngozi Butler-Guerrier, Director of NOAA's Office of Inclusion and Civil Rights
Marie Herndon, Director (Acting), Workplace Violence and Prevention Response Office
Hakeem Basheerud-Deen, Director of NOAA's Office of Human Capital Service

