**FACT:**

The Merit Systems Protection Board conducted a Government-wide survey, which revealed that the majority of employees perceived the following as sexual harassment:

- Uninvited sexual teasing, jokes, remarks, or questions
- Uninvited sexually suggestive looks or gestures
- Uninvited pressure for dates
- Uninvited letters, telephone calls, or materials of a sexual nature (such as nude calendars)
- Uninvited or deliberate touching, leaning over, cornering, or pinching
- Actual or attempted rape or assault

**FACT:**

Bystanders, over-hearing a conversation of a sexual nature, which is offensive to them, can perceive themselves as being sexually harassed even if they are not included in the conversation!

**MISSION STATEMENT**

The Mission of the Office of Diversity and Equal Opportunity (ODEO) is to advocate Equal Opportunity (EO) for all employees regardless of race, color, national origin, religion, sex, age, disability, sexual orientation, genetic information, marital status, and retaliation. ODEO promotes the development and sustainability of a diverse workforce that reflects the demographics of the communities we serve. We will accomplish this through recruitment, career advancement, development and advocacy of a diverse workforce in support of the NASA mission. Our purpose is to promote and sustain an inclusive environment for all employees at Ames Research Center.
WHAT IS SEXUAL HARASSMENT?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment.

- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual.

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Everyone is responsible for ensuring that the work environment is free of sexual harassment. Any infraction of this policy can result in disciplinary action, including termination from federal employment.

WHAT CAN YOU DO ABOUT SEXUAL HARASSMENT?

Employees who wish to pursue an EO complaint based on sexual harassment must contact the ODEO at 4-6507 and speak with a counselor within 45 calendar days of the alleged sexual harassment. Please note that the 45-day time-line factor does NOT include contacting a supervisor or the supervisor’s internal fact finding. The 45-day window begins when the sexual harassing behavior occurs. If the complaint is not initiated with the ODEO within 45 days, it may be dismissed as untimely. NASA Ames response to every allegation of sexual harassment will be a prompt, thorough and impartial investigation into the alleged harassment. If it is determined that sexual harassment has occurred, immediate and appropriate corrective action will be taken.

All employees should understand the importance of informing an individual whenever behavior is unwelcome, offensive or inappropriate. Employees are also encouraged to inform their supervisors or the ODEO Director.

WHAT IS A SUPERVISOR’S RESPONSIBILITY?

All managers and supervisors who observe or are told about conduct that reasonably could be interpreted as sexual harassment must immediately report the possible sexual harassment to Carolina Blake, ODEO Director, at 650-604-0893.

There are no exceptions.

Once a supervisor becomes aware of an allegation of sexual harassment, in addition to notifying the ODEO Director, he/she must:

- Ascertain the facts surrounding the incident
- Be consistent with Center policy
- Take corrective action to eliminate the misconduct, if substantiated
- Document his/her fact finding process, conclusions and any action taken
- In no way penalize the victim

Retaliation by anyone against an employee for reporting sexual harassment or taking any action to stop it, is illegal.