

We can only reach our greatest potential and carry out important work in a **civil and respectful environment**. Our priority is to create a **culture** where everyone treats each other with **dignity** and **respect**.

No matter a person's position or title, **harassment** is unacceptable and **will not be tolerated**.

Visit **civilworkplace.nih.gov** to learn more about recognizing, reporting, and resolving harassment, including sexual harassment.



RECOGNIZE, REPORT, and RESOLVE.

10/25/2018

A large red location pin graphic is centered in the upper half of the page. The pin is a solid red shape with a circular head and a triangular tail pointing downwards. Inside the circular head is a black circle containing the text "HARASSMENT DOESN'T WORK HERE" in white, bold, sans-serif capital letters.

**HARASSMENT
DOESN'T
WORK HERE**



The National Institutes of Health (NIH) does not tolerate harassment of any kind, including sexual harassment, whether it is within the agency, at NIH-funded research organizations, or during NIH-funded activities. Harassment doesn't work here.

The entire NIH community—including trainees, contractors, and visitors—can work together to **RECOGNIZE**, **REPORT**, and **RESOLVE** harassment.

RECOGNIZE

What is harassment?

Harassment is unwelcome, deliberate, or repeated unsolicited verbal or physical conduct that is based upon protected class status (race, color, religion, sex, national origin, age, and disability). Harassment includes, but is not limited to, comments, gestures, graphic materials, physical contact, or solicitation of favors when:

- Submission to or rejection of the conduct by the individual could be used as the basis for employment decisions, OR
- The conduct is severe or pervasive enough that it substantially interferes with an individual's work performance or creates a work environment that is intimidating, hostile, or abusive.

What is sexual harassment?

Sexual harassment is a form of harassment that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that 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.

What is inappropriate conduct?

Inappropriate conduct is much broader than the definition of harassment, does not rise to the level of harassment, and does not have to be based on a protected class status. It may include similar behaviors, such as comments or conduct that could reasonably be perceived as disruptive, disrespectful, or offensive in the workplace.

REPORT

How can I report harassment?

- Submit an online form at civilworkplace.nih.gov.
- Call the **Anti-Harassment Hotline** at **833-224-3829**.
- Email the Civil Program at civilprogram@nih.gov.
- Call the Civil Program at **301-40C-ivil (301-402-4845)**.
- File an EEO complaint through the Office of Equity, Diversity, and Inclusion by visiting www.edi.nih.gov/resolutions.
- Contact the Office of Intramural Training and Education at www.training.nih.gov if you are a trainee or fellow.

Can I talk through my options confidentially first before officially reporting a concern?

Confidentiality indicates that what one says is private or secret and no further action will be taken. To discuss your concerns with an office that operates under principles of confidentiality and is not required to take action, please call:

Office of the Ombudsman at **301-594-7231**

Employee Assistance Program at **301-496-3164**

Please note that management officials cannot guarantee confidentiality to staff when it comes to allegations of harassment. If a federal or non-federal worker reports an allegation **that meets the definition of harassment, including sexual harassment**, to any supervisor or manager, they **must** contact the Civil Program.

Can I make an anonymous report?

Although reports **cannot** be made to the Civil Program **confidentially**, they can be made **anonymously**, which means the reporting party does not have to identify themselves. However, Civil Specialists and management officials will have to follow up on information and cannot guarantee that the reporting party's identity will not become apparent during this process. Also, remaining anonymous requires key details about the allegation or concern be omitted, which will limit the NIH's ability to conduct an inquiry and take corrective action as warranted.

Does reporting sexual harassment hurt me professionally?

NIH prohibits retaliatory treatment for reporting harassment. That means no one can take any action against you as revenge for reporting. Anyone who participates as a witness in an administrative inquiry or Equal Employment Opportunity (EEO) complaint process is also protected. The Notification and Federal Employee Anti-discrimination and Retaliation (No FEAR) Act of 2002 is a law ensuring that employees are protected against retaliation for reporting a claim.

RESOLVE

How does the NIH work to resolve harassment or inappropriate conduct?

Appropriate action for federal employees may include, but is not limited to: written counseling, reprimand, suspension, demotion, or removal from one's position and/or from the Federal Service. Such actions may also be considered when making administrative decisions related to funding, staffing, and other resources.

If the offender is a Government contractor, corrective and/or disciplinary action will be the responsibility of the contracting company and negative performance may be recorded in the Contractor Performance Assessment Reporting System (CPARS), if warranted.

