



**NON-DISCRIMINATION AND  
EQUAL EMPLOYMENT OPPORTUNITY**

NOAA's Office of Marine and Aviation Operations is committed to the principles of Equal Employment Opportunity (EEO), Diversity, and Inclusion for all persons regardless of race, color, national origin, sex, age, mental or physical disability, genetic information, and sexual orientation. It is our shared goal to create a safe and positive workplace where all employees feel comfortable that their work and individual contributions are valued and respected. These principles will enhance the employment relationship, the productivity in our workforce, and the quality of our work life.

Harassment of any employee, in any form, is unacceptable in our organization. It is the responsibility of each individual to understand EEO policies and report known or even suspected violations. Managers and supervisors are specifically reminded of their responsibility to act upon any such reports. Prevention of harassment is one of OMAO's highest priorities because it undermines the integrity of the employment relationship, interferes with work productivity, and is illegal.

OMAO has a zero tolerance policy against any unlawful discrimination or sexual harassment. Sexual harassment is employee misconduct and a form of sex discrimination, which violates EEO law. Sexual harassment is deliberate or repeated, unsolicited and unwelcome verbal comments, gestures, or physical contact of a sexual nature, which interferes with an individual's work performance or creates a hostile or offensive working environment. Another form of sexual harassment is the request for sexual favors when submission is a condition of employment or the basis for employment decisions.

Individuals who believe that they have been sexually harassed by supervisors, coworkers, contractors, or peers should immediately make it clear that such behavior is unwelcomed and report the conduct to the appropriate management official. I expect OMAO management officials to take steps to prevent sexual harassment, take immediate and appropriate corrective actions when incidents occur, and ensure that similar incidents will not reoccur. NOAA Corps Directive, Chapter 13, Section 13105 and Department Administrative Order 202-955, dated March 28, 2000, establishes the procedures for dealing with allegations of harassment.

All employees are encouraged to bring concerns regarding discrimination and/or harassment to the attention of OMAO management or the NOAA Civil Rights Office at 301-713-0500 or 800-452-6728. Remember, if you believe you have been harassed and in order to preserve your right to file an EEO complaint, you must contact the NOAA Civil Rights Office within 45 calendar days of the alleged discriminatory event. For more information on the EEO complaint process visit [http://www.eeo.noaa.gov/eeo\\_complaint\\_process/](http://www.eeo.noaa.gov/eeo_complaint_process/).

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