

**Supervisor Performance Requirements
Diversity and Equal Employment Opportunity Component
Sample Events/Actions**

1. An inclusive work environment exists that is free of discrimination, harassment, and retaliation of any kind and accessible to qualified individuals with disabilities.

Examples:

Date	Event/Occurrence	Accomplishment
	Request ODEO Staff to attend Staff Meetings	Initiate request for ODEO staff to attend department staff meetings on a quarterly basis. Allow 15 minutes at beginning of meeting for updates and briefings from ODEO staff.
	Solicit Input from ODEO	Solicit input and guidance from ODEO concerning interview questions, EO related issues, etc.
	ODEO Participation on Interview Panel	Invite ODEO to participate on Interview Panels for upper high graded positions.
	Employee Needs a Reasonable Accommodation	Promptly contact ODEO for advice on requesting accommodations. i.e. Temporary disabled parking; Flexible work schedule to accommodate Dr. appointments; Special computer equipment, etc.
	EEO and/or Diversity and Inclusion Training	All employees complete EEO/D & I/Conflict Management training when offered.
	Inappropriate Behavior	Is knowledge able of SSC's Anti-Harassment procedures. Reacts immediately and consistently to stop inappropriate jokes, language, etc. Contact ODEO.

2. An inclusive work environment is sought where employees are engaged, valued and respected for their individual and cultural differences, treat one another fairly and with respect, and their talents are fully utilized, regardless of backgrounds.

Examples:

Date	Event/Occurrence	Accomplishment
	Four Generations Focus Group	Establish a focus group within organization to discuss how to improve communication among the four generations that are currently in the workplace.
	Conduct Brainstorming Session	Supervisor conducts brainstorming session with all employees to resolve a unique issue.
	Attendance at a Stennis Diversity Council Event	Supervisor sends email to staff encouraging employees to attend event. As a result, 60% of staff attends.
	Stennis Diversity Council	Appoint an employee to serve on Stennis Diversity Council to assist in planning an event.
	Team Assignments	Consider diversity in team assignments, panel memberships, developmental opportunities, etc., and ensure under-represented populations are included.
	Training	Encourage employees to participate in surveys, training, webinars, EEO educational opportunities, etc.

3. An inclusive work environment exists where commitment to equal opportunity is demonstrated through observable actions.

Examples:

Date	Event/Occurrence	Accomplishment
	Solicit Input from ODEO	Prior to interviewing for an open position, request that ODEO provide snapshot of demographic diversity for department. Consider this information when filling

		position to ensure that under-represented groups are also being considered/included.
	Special Projects	Select a diverse team i.e. Female, Veteran, Generation X, White male, and student/intern.
	MD-715 Plan	Offer to work with ODEO to implement specific actions of the Plan.
	Lagniappe	Volunteer to write an article for the monthly ODEO column.
	Training	Walk-the-Talk i.e. Supervisor participates in EO/Diversity Training.
	Personnel Practices	Ensure transparency in personnel practices so that all employees know of opportunities for mentoring, developmental programs, details, "tiger teams" etc.
	Recruitment	Participate in recruitment events. Make efforts to increase representation of under-represented populations through internships, co-op program, Project Access, etc.
	Awards	Nominate government/non-government employee or group for the NASA EEO Honor Award.

4. The work environment encourages the open and honest exchange of information and the expression of ideas, diverse opinions, and dissenting views while presenting one voice to the public.

Examples:

Date	Event/Occurrence	Accomplishment
	Meetings	Supervisor sets aside time at the end of meetings to encourage participation and solicit input from each employee.
	Meetings	Solicit diverse points of view in meetings and offer alternative methods for expressing ideas, e.g. open-door policy, one-on-one conversations, emails
	Training	Use trained facilitators to encourage open exchange of information to deal with situation unique to your department
	Exchange of Ideas/Information	Recognize and reward employees for open and honest exchange of information

5. Conflicts are resolved in a positive and constructive manner and complaints of discrimination are resolved, if possible, by engaging in an alternate dispute resolution (ADR) process.

Examples:

Date	Event/Occurrence	Accomplishment
	Conflict Management Training	80% of staff attends NASA's Conflict Management training.
	ODEO Briefs Staff on ADR Process	Invite ODEO to update managers/supervisors on ADR process.
	Employee Alleges Sexual Harassment	Promptly contact ODEO for direction. Meet with ODEO and Anti-Harassment Team to resolve matter. Request that ODEO brief staff on anti-harassment procedures.
	Request Conflict Management Training	Contact ODEO to request conflict management training unique to Directorate's specific needs.
	EEO Complaint	Cooperates with EEO Officials in discrimination complaint process.
	Employee contacts ODEO for advise	Encourage – Never Discourage – your employees contacting with ODEO, OHCM.