

Diversity and EEO

Supervisory Performance Indicators

Critical Element: Leading and Managing People

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

Examples:

- Is knowledgeable of and implements NASA anti-harassment procedures.
- Promptly responds to requests for reasonable accommodations by qualified individuals with disabilities in accordance with NASA Procedural Requirement 3713.1A.
- Contacts ODEO Office for technical assistance on EEO matters, such as providing reasonable accommodations, anti-harassment procedures, religious accommodations, etc.
- Monitors employees' completion of required EEO training, e.g., No FEAR Act training, and encourages participation in non-required training.
- Reiterates and supports Diversity and EEO policies during staff meetings.
- Reacts immediately and consistently to stop inappropriate jokes, language, and behavior, or any other discriminatory or retaliatory behavior.

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- **An inclusive work environment exists where employees are valued and respected for their individual and cultural differences, treat one another fairly and with respect, and their talents are utilized, regardless of background.**

Examples:

- Advocates for diversity and inclusion in the organization.
 - Values and considers diversity of team assignments, panel memberships, developmental opportunities, etc., and ensures under-represented populations are included.
 - Supports the Stennis Diversity Council events.
 - Encourages employee's participation in Stennis Diversity Council events.
 - Participates in diversity training.
 - Encourages employees to participate in diversity training.
- **Where commitment to equal opportunity is demonstrated through observable actions.**

Examples:

- Contacts ODEO for counsel and assistance.
- Encourages employee's participation in ODEO sponsored events.

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- **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:

- Solicits diverse points of view in meetings and offers alternative methods for expressing ideas, e.g., open-door policy, one-on-one conversations, emails.
 - Recognizes/rewards employees for open and honest exchanges of information.
 - Uses trained facilitators to encourage exchange of information, when appropriate.
- **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:

- Regularly consults with OHC and ODEO
- Participates and encourages employees to participate in NASA Conflict Management Program training.
- Contacts ODEO for technical assistance or advice at earliest possible stage, before conflicts rise to EEO complaints or grievances.
- Participates in, or advocates for ADR when appropriate.
- Cooperates with EEO officials in discrimination complaint process.
- Retaliation/reprisal against employees who engage in ADR or the EEO complaint process is not tolerated.

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Critical Element: Resource Management

- Utilizing all available hiring flexibilities to address skill imbalances and succession needs, highly qualified candidates are hired, developed, and promoted ensuring adherence to the Merit Systems Principles and equal opportunity without regard to race, color, national origin, sex, sexual orientation, or religion and by providing, if needed, reasonable accommodation(s) to an otherwise qualified individual with a disability, utilizing all available hiring flexibilities.

Examples:

- Ensures transparency in personnel practices so that all employees know of opportunities for mentoring, developmental programs, details, special assignments, "tiger teams," etc.
- Participates in recruitment events.
- Carefully reviews application and nomination packages to ensure all qualified employees and applicants have equal opportunities for employment, promotions, developmental programs, and awards.
- Engages ODEO in interview and selection panels as appropriate.
- Makes effort to increase representation of under-represented populations in the organization through internships, co-op program, hires, promotions, details, Project ACCESS, etc.
- Seeks guidance from OHC and ODEO regarding Schedule A appointments to hire individuals with disabilities.