National Aeronautics and Space Administration

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National Aeronautics and Space Administration Policy Statement

on Equal Employment Opportunity and Anti-Harassment in NASA's Workforce and Workplaces

The National Aeronautics and Space Administration (NASA) is committed to a workplace of dignity, respect, and Equal Employment Opportunity (EEO) for all employees and applicants. We understand that a merit-based workforce provides NASA with the exceptionally talented and engaged individuals we need to explore, discover, and achieve the greatest mission success. NASA's policies prioritize equal treatment under the law, with a focus on individual merit and fairness that is free of unlawful discriminatory practices, harassment, and retaliation.

I. Equal Employment Opportunity

Consistent with federal law, NASA strictly prohibits discrimination based on race, color, religion, national origin, sex, age, disability (physical or mental), genetic information; or pregnancy, childbirth, or related medical conditions; or reprisal for engaging in protected EEO activity. We ensure that all employment decisions—including recruitment, hiring, promotion, training, benefits, and disciplinary actions—are based on merit and free from unlawful bias. All employees will have the freedom to compete on a fair and level playing field, Similarly, NASA does not tolerate unlawful DEI-related discrimination.

NASA also strictly prohibits retaliation against employees for raising allegations of employment discrimination, opposing employment discrimination, or participating in the EEO complaint process. The agency will not tolerate any interference with the EEO process or behavior that would reasonably have the effect of interfering with another individual's participation in the EEO process.

Any employee or applicant for employment who believes they have been subjected to employment discrimination, harassment, or retaliation may contact NASA's Office of Equal Opportunity (OEO). Contact must occur within 45 calendar days of the alleged incident to ensure timeliness through the Agency's EEO complaints process. Employees are also encouraged to use NASA's Alternative Dispute Resolution (ADR) process to resolve EEO complaints in a prompt and effective manner.

II. Anti-Harassment Program

NASA is committed to fostering a safe and respectful work environment, free from unlawful harassment of any kind. Harassment—whether verbal or physical—will not be tolerated under any circumstances, regardless of whether it is based on an individual's race, color, sex, national origin, religion, age, disability, genetic information, or retaliation.

Harassment occurs when unwelcome conduct would reasonably be considered to adversely affect the work environment, or an employment decision is based upon an employee's acceptance or rejection of such unwelcome conduct. Examples of such conduct include, but are not limited to offensive jokes, slurs, name calling, verbal and physical threats, intimidation, retaliation, and insults.

NASA's Anti-Harassment Program takes a proactive approach by:

- Preventing harassment through education and awareness.
- Conducting a fact-finding inquiry within 10 calendar days of receiving an allegation.
- Issuing a decision within 60 days of receiving an allegation.
- Taking appropriate corrective action when harassment is substantiated.

Confidentiality will be maintained to the fullest extent possible for individuals who report harassment.

All employees are encouraged to report alleged harassment to any NASA supervisor, Office of Equal Opportunity, the Agency Anti-Harassment Coordinator, or a Center Anti-Harassment Coordinator. Retaliation against individuals who report harassment or participate in an investigation is strictly prohibited.

Employees may visit <u>NASA OEO's SharePoint site</u>, a user-friendly customer service portal, to learn more about the EEO complaints, ADR, and Anti-Harassment programs.

Vanessa E. Wyche

Associate Administrator (Acting)

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Date