



## **National Radio Astronomy Observatory**

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### **Affirmative Action Plan Veteran Non-Discrimination Statement**

It is the policy of the National Radio Astronomy Observatory not to discriminate on the basis of a physical or mental disability or an individual's status as a disabled veteran, a veteran of the Vietnam Era, or any other eligible veteran with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The Observatory does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

All personnel actions or programs that affect qualified individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The Observatory makes and will continue to make reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans unless such accommodations would impose an undue hardship on the Observatory's business.

Faye Giles, Human Resources Assistant Director, Affirmative Action Officer for the Observatory, will manage the National Radio Astronomy Observatory's Affirmative Action Plan for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans. All managers and supervisors will take an active part in the Observatory's Affirmative Action Plan to ensure that all qualified employees with disabilities, disabled veterans, veterans of the Vietnam Era, or other eligible veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, the National Radio Astronomy Observatory will solicit the cooperation and support of all employees for the Observatory's policy and Affirmative Action Plan. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans. In accordance with public law, the Observatory's program of affirmative action for individuals with disabilities, disabled veterans, veterans of the Vietnam Era, and other eligible veterans is available for inspection in the Human Resources Department during regular business hours upon request.

In addition, as required by the Rehabilitation Act of 1973, as amended, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by the Act.

Please contact your local Human Resources Representative, your immediate supervisor, any member of management, or any Ombuds Representative with any questions or concerns related to this policy.

Anthony J. Beasley, Director