



National Radio Astronomy Observatory

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Equal Employment Opportunity Non-Discrimination, Harassment and Anti- Bullying Statement

The National Radio Astronomy Observatory is committed to creating a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including sexual harassment and workplace bullying.

The Observatory will monitor and review the application/recruitment process to ensure that all applicants are treated fairly, without regard to their race, color, religion, sex, age, disability, gender identity, gender expression, sexual orientation, marital status, national origin or any other characteristic protected by law. There will be no discrimination against any employee or applicant for employment because of mental or physical disability. Further, the Observatory will take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals, qualified disabled veterans, and veterans of the Vietnam Era without discrimination based on their disability or veteran's status in all employment practices. The Observatory will select the best qualified candidate to perform the duties of an available position and will give first consideration to present employees whenever practical.

The Observatory has developed a policy statement, training, and communications for the conveyance of its policies on affirmative action, non-discrimination, workplace bullying and harassment. Besides this posting, general guidance on these matters can be found on the Observatory's intranet. The complete policies are contained in the "Human Resource Policy Manual," Sections 1.1, 2.13., and 2.14; and are available online. Copies of the policies are available from the Observatory Human Resources Offices, your supervisor, or any Ombuds representative.

The Observatory encourages the reporting of all perceived incidents of discrimination, bullying, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should pursue their concerns through NRAO's formal or informal complaint procedures: with their immediate supervisor, any member of management, the Human Resources Manager, or any Ombuds representative. In line with best practices, we have strengthened our "Reporting Workplace Concerns" policy by establishing a web and telephone-based reporting tool (AUI Ethics & Integrity Line) supported by an expert, completely independent third party, which allows employees (and others, such as suppliers, visitors, students) to make entirely confidential reports, directly to the AUI President. AUI has partnered with EthicsPoint, a world-leader in these systems to manage and host this reporting tool. Reports entered in the system are completely confidential. The AUI Ethics & Integrity Line allows you to follow-up concerns and interacts completely anonymously with the system until the matter is resolved.

Anthony J. Beasley, Director