



## Checklist of Basic Information to Alleged Harassers

*NPR 3713.3, Agency Anti-Harassment Procedures*

1. As a person identified or alleged to be responsible for harassing conduct, the employee will be asked to provide information relating to the allegations. The alleged harasser is responsible for fully cooperating with the fact-finding process.
2. If there are individuals who can provide information concerning the allegations of harassment, the alleged harasser should be prepared to furnish the supervisor, the Center Anti-Harassment Coordinator (CAHC), or the Fact-Finder, with their full name, position, and contact information. The Fact-Finder will determine what interviews and documentation are necessary.
3. The information in the Fact-Finding Report is protected by the Privacy Act, and the information contained therein may only be shared with those who have a need to know in the performance of their duties.
4. An alleged harasser may be an employee covered under a collective bargaining agreement and may be entitled to certain rights. It is recommended that the supervisor or CAHC consult with the Chief Counsel's Office or your Center Labor Relations Officer regarding these rights.
5. An alleged harasser is required to keep the Agency informed of his or her contact information.
6. An alleged harasser must notify the CAHC or the NASA Anti-Harassment Coordinator of any questions or concerns he or she may have about the Anti-Harassment Process.