



# Alleged Harassment Rights and Responsibilities

**EMPLOYEES WHO BELIEVE THEY HAVE BEEN SUBJECTED TO HARASSING CONDUCT HAVE THE RIGHT TO:**

1. Report the matter immediately to their first-line supervisor, the Center Anti-Harassment Coordinator (CAHC), or any other official designated by the Center Director/OIC. In the event that the employee's first-line supervisor is the alleged harasser, the employee shall contact the second-line supervisor, the CAHC, or any other official as designated.
2. Report the alleged incident of harassing conduct to the CAHC, or other official as designated by the Center Director/OIC when the person to whom the alleged harassment was reported failed to take prompt action.
3. Pursue the matter under the Agency's Anti-Harassment Procedures, the EEO complaint procedures, or both processes simultaneously. The process established under the Anti-Harassment Procedural Requirements is entirely separate and apart from the EEO complaints process. An employee who reports harassment in accordance with the Anti-Harassment Procedures has not filed an EEO complaint under 29 CFR 1614 and NPD 3713.6P. A consultation with a CAHC is not EEO counseling for purposes of filing an EEO complaint. An employee who wishes to file a complaint of discrimination shall contact his/her Center EEO Office within 45 days of the alleged harassment.
4. Present and pursue the allegation of harassing conduct free from restraint, interference, coercion, harassment and reprisal.
5. Prompt notification upon completion of the fact-finding. However, to the extent that disciplinary action is taken, the employee shall not be apprised of the disciplinary action taken against an alleged harasser.

**EMPLOYEES ALLEGING HARASSMENT HAVE THE RESPONSIBILITY TO:**

1. Fully cooperate with the presentation of information, to include scheduling of interviews or meeting, responding to correspondence, and providing requested material or information, in the processing of their allegations of harassing conduct.
2. Keep the Agency informed of your contact information.
3. Notify the Center Anti-Harassment Coordinator (CAHC) or the NASA Anti-Harassment Coordinator of any questions or concerns about the Anti-Harassment Process.

**THIS IS TO ACKNOWLEDGE THAT A COPY OF THIS FORM WAS PROVIDED TO ME**

\_\_\_\_\_  
EMPLOYEE ALLEGING HARASSMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR OR CAHC

\_\_\_\_\_  
DATE