

To: All NRC Employees

SUBJECT: NRC POLICY FOR PREVENTING AND ELIMINATING HARASSING CONDUCT
IN THE WORKPLACE

It is the policy of the NRC to maintain a work environment free from harassing conduct. The NRC has determined that the most effective way to maintain such a work environment is to promptly inquire into allegations of harassing conduct and, if proven true, take necessary and appropriate action.

All employees play a vital role in maintaining a harassment free workplace. Employees must refrain from engaging in harassing conduct and promptly report such conduct if exhibited by others. NRC is committed to providing an avenue for reporting harassing conduct, in an atmosphere free of the fear of retaliation. The agency will take reports of harassing conduct seriously, conduct inquiries and take necessary actions to stop the harassing conduct. To that end, I am pleased to issue NRC's Policy for Preventing and Eliminating Harassing Conduct in the Workplace.

The policy reinforces and heightens awareness of the position that the NRC does not tolerate harassing conduct in the workplace. It also focuses on stopping the harassing conduct at its earliest stage, before a pattern of offensive conduct emerges. Under this policy employees are encouraged to immediately report incidents of harassing conduct so that complaints may be quickly and fairly resolved. The policy does not affect the right of an individual to contact the Office of the Inspector General regarding alleged harassing behavior; nor does it affect the right of an individual to participate in the Equal Employment Opportunity complaint process, file an appeal with the Merit Systems Protection Board, an Agency administrative grievance, or for bargaining unit employees, initiate a grievance under the NRC-National Treasury Employees Union (NTEU) Collective Bargaining Unit. Filing a report of harassing conduct under this Policy does not satisfy the requirements associated with any complaint, appeal or other statutory or regulatory process that may apply, nor does it delay the time limits for initiating those procedures.

The policy is available on the Office of Human Resources (HR) website at [\[link\]](#). The HR staff will offer employee briefings in the near future. The handling of harassing conduct will be incorporated in manager, supervisor, and employee training so that all employees will know how to respond to harassing conduct.

Allegations of harassing conduct will be dealt with promptly. Employees found to have violated this Policy will be held accountable for their actions and will be appropriately disciplined.

Enclosure 2

Any employee may report harassing conduct through his/her supervisory chain or to the Designated Official. A regional employee also has the option of reporting harassing conduct to the Regional Personnel Officer. The Designated Official is Cecilia Rajnic of the HR staff; employees may contact her on 301-415-6091 or via e-mail, ckr1@nrc.gov.

Dale E. Klein
Chairman

Direct

Any employee may report harassing conduct through his/her supervisory chain or to the Designated Official. A regional employee also has the option of reporting harassing conduct to the Regional Personnel Officer. The Designated Official is Cecilia Rajnic of the HR staff; employees may contact her on 301-415-6091 or via e-mail, ckr1@nrc.gov.

Dale E. Klein
Chairman

DISTRIBUTION: HR r/f SBCR r/f OGC r/f OIG r/f

DIRECTORY/SUBDIRECTORY: G:\
ADAMS ACCESSION NUMBER: **ML062980101 package** **ML063130112 memo**
ML063130135 policy **ML063060160 yellow**

OFC	HR/OLR	HR/OD	HR/OD	SBCR	OGC	OIG	EDO	OCM
NAME	ABolduc	MBeach	JmcDermott	Lsuto-Goldsby	Mitzkowitz	MGrodin	LReyes	DKlein
DATE	10/26/06	10/26/06	10/26/06	10/30/06	11/2/06	11/8/06	11/ /06	11/ /06

OFFICIAL RECORD COPY