



Equal Opportunity and Diversity Management Division

New Employee Orientation

Equal Opportunity and Diversity Management Division

- Informal Discrimination Complaints Process
- Reasonable Accommodations Program
- Emergency Evacuation Assistance
- Workforce Analysis
- Affirmative Employment
- Equal Employment Opportunity (EEO) Training
- Special Emphasis Programs
- Language Assistance Program

Reasonable Accommodations

Definition:

Any change to the work environment or the way things are customarily done to enable a qualified person with a disability to:

- Gain access to workplace;
- Perform the essential functions of their job; and
- Receive equal benefits and privileges of employment.

Reasonable Accommodations

Federal agencies must provide reasonable accommodations to employees or applicants with disabilities, unless to do so would cause undue hardship.

Emergency Evacuation Assistance

In the event of an emergency, NASA HQ must ensure that all employees are able to exit the building quickly and safely.

Persons with special needs (temporary or permanent) can request assistance.

Contact EODM (358-1098) to arrange for a confidential interview.

Harassment

Employees should report harassment immediately.

Report suspected harassment to a supervisor, or the Office of Equal Opportunity and Diversity Management Division or the Office of Headquarters Human Resources Management Division.

No FEAR Act

The Notification and Federal Employee Anti-discrimination and Retaliation (No FEAR) Act of 2002 became effective on October 1, 2003. Its intent is to help ensure that Federal agencies:

- Pay more attention to their EEO and whistleblower protection activities.

No FEAR Act

- A Federal agency cannot retaliate against any employee or applicant because that employee exercised his/her rights under the Federal antidiscrimination or Whistleblower Protection laws.

No FEAR Act

In addition, the No FEAR Act requires Federal agencies to:

- Notify employees and applicants for employment about their rights under the discrimination and whistleblower laws;
- Post statistical data relating to Federal sector equal employment opportunity complaints on its public website. The website is

<http://www.hq.nasa.gov/equalopportunity>

No FEAR Act

- Ensure that managers have adequate training in the management of a diverse workforce, early and alternative conflict resolution, and essential communication skills;

and

- Reimburse the Judgment Fund for any discrimination - and whistleblower-related settlements or judgments reached in Federal court.

No FEAR Act Summary

- Where appropriate, those violating the No FEAR Act are subject to disciplinary action up to and including removal.
- If you believe you have been the victim of unlawful discrimination based on race, color, religion, sex, pregnancy, national origin, physical and/or mental disability, or genetic information, you must contact the EODM Complaints Manager with 45 days of the alleged act.
- If on the basis of age, same procedure or contact EEOC within 180 days.

No FEAR Act Summary

- If on the basis of marital status, sexual orientation, or political affiliation, file a written complaint with the U.S. Office of Special Counsel. For further whistleblower information, access Office of Special Counsel's website at www.osc.gov.
- To report whistleblower issues, call the Office of Inspector General Hotline at:
800-424-9183.

Alternative Dispute Resolution

- ADR is available to address disputes based on race, color, religion, sex, national origin, age, physical and/or mental disability and genetic information.
- Whenever possible, NASA HQ will attempt to resolve disputes at the lowest possible level through mediation.
