



June 11, 2008

TO: All Employees

FROM: Director, National Institutes of Health

SUBJECT: Policy Statement on Required Training on the Prevention of Sexual Harassment

The intent of this policy statement is to reinforce the Prevention of Sexual Harassment Training requirements.

The Supreme Court's landmark decisions in the 1998 Faragher and Ellerth sexual harassment cases, subsequent court decisions and Equal Employment Opportunity Commission (EEOC) guidance explicitly require or encourage all employers to provide sexual harassment prevention training. Consistent with Federal court decisions and EEOC guidance, sexual harassment prevention training is required for all NIH staff. Also, as part of employee orientation, all newly hired employees must take the training within 90 days of their start date.

Furthermore, to reinforce sexual harassment awareness, policies and accompanying procedures, all personnel are required to take sexual harassment prevention training every two years. To emphasize NIH's commitment to ensuring compliance with EEOC guidance and consistency with Federal court decisions, the Prevention of Sexual Harassment Training is offered via an online training module.

The training should be completed by managers in September, 2008 and every two years thereafter. Course completion contributes to the fulfillment of requirements outlined in the EEO Critical Element as part of the performance management appraisal program (PMAP).

We believe compliance with these requirements is integral in preventing or limiting exposure to sexual harassment claims in the future and we count on you to do your part. To access the Prevention of Sexual Harassment Training Module visit: http://trainingcenter.nih.gov/lms_mti_status.html. Also, a copy of the NIH Policy Statement on the Prevention of Sexual Harassment is available via the web at: <http://oeodm.od.nih.gov/policy.htm>. If you have any questions or concerns regarding this policy, please contact the OEODM at (301)496-6301 or through the Federal Relay Service at 1-800-877-8339 (Voice/TTY/ACSII/Spanish).

A handwritten signature in black ink, appearing to read "Elias A. Zerhouni".

Elias A. Zerhouni, M.D.