

A GUIDE TO THE
**Harassment
Complaint Process
for Participants**
AT THE NATIONAL ACADEMIES

Review the Policy [here](#).



Complaints regarding violations of the National Academies anti-harassment policies should be reported by:

- Filing a complaint through the [National Academies Complaint Intake Form](#), and/or
- Filing a complaint with the Office of Human Resources at 202-334-3400 or hrrservicecenter@nas.edu, or
- Reporting the incident to an employee involved in the activity in which you are participating.

Complaints of harassment, discrimination, or bullying should be filed as soon as possible after an incident. The Office of Human Resources will investigate the alleged violation in consultation with the Office of the General Counsel.



When reporting an incident, please provide as much of the following information as is possible and applicable:

- Name and role of the person or persons allegedly causing the harassment;
- Description of the incident(s), including the dates, locations and the presence of any witnesses;
- Steps taken to try to stop the harassment; and
- Any other information that may be relevant.



If the National Academies determines that a participant in a National Academies activity has violated this policy, the National Academies will take action as it deems appropriate to address the situation and to prevent the participant from engaging in future discrimination, harassment, or bullying in National Academies activities, up to and including banning that individual from current or future participation in National Academies activities.



All inquiries, complaints, and investigations are confidential, and information is revealed only on a need-to-know basis. Information contained in a complaint is kept confidential. The National Academies will not retaliate or tolerate retaliation against anyone who makes a good faith report of discrimination, harassment, or bullying, or participates in a complaint investigation.