From: NIH Executive Secretariat

To: NIH Staff - OD; NIH Staff - ORS; NIH Staff - NCCIH; NIH Staff - NINR; NIH Staff - NHLBI

Subject: From Dr. Tabak: Mandatory Anti-Harassment Training

Date: Monday, September 19, 2022 9:58:23 AM

Colleagues,

At NIH, we are committed to achieving a harassment-free work environment. In line with this commitment, we are launching the 2022 Anti-Harassment training. This training is one of several measures we have put in place to address, and ultimately, eliminate harassment across NIH. Anti-Harassment training is mandatory for all NIH staff, trainees, fellows, and contractors.

The Anti-Harassment training encompasses the requirements of both the Notification and Federal Employee Anti-discrimination and Retaliation Act (No FEAR) and the Prevention of Sexual Harassment (POSH) trainings. It must be taken within the first 90 days of onboarding and then annually. This year the deadline is December 6, 2022, unless your Institute, Center, or Office (ICO) internally sets an earlier date.

The annual Anti-Harassment training requirement can either be met by utilizing the self-paced online 2022 Anti-Harassment training module, or by attending any of the Office of Equity, Diversity, and Inclusion's (EDI) instructor-led training offerings. If you completed the No FEAR and POSH trainings in the 2022 calendar year either via the prior online module, an instructor-led class, or new employee orientation, you have already met the 2022 training requirement. You may review your Learning Management System training record or consult your ICO's training coordinator to verify completion.

Please make every effort to complete this training by the deadline. Failure to do so will result in the disablement of your NIH network privileges and email account.

To learn more about this mandatory training requirement and to take the training, visit <u>EDI's</u> <u>website</u>. You may submit any questions about the training to EDI via their <u>training team contact</u> <u>page</u>. You may also contact EDI at (301) 496-6301 or <u>edi.training@nih.gov</u>.

I know I can count on you to take the training in a timely manner and to do your part in promoting a harassment-free work environment.

Sincerely,

Lawrence A. Tabak, D.D.S., Ph.D.
Performing the Duties of the Director of NIH