



Sexual Harassment Prevention Policy

NBER is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive, including sexual harassment and/or abusive behavior. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace.

Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from it. Employees who have experienced such harassment may file a complaint internally with NBER. They may also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws. This Policy is one component of NBER's commitment to a discrimination-free work environment.

Policy:

1. This policy applies to all NBER employees, including grant investigators and research assistants, pre- and post-doctoral fellows, as well as to applicants for employment, interns, whether paid or unpaid, non-employees, contractors and persons conducting business, regardless of immigration status, with NBER. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. It is offensive, a violation of NBER policies, unlawful, and it may subject NBER to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct. They will be subject to remedial and/or disciplinary action, which may include but is not limited to counseling, suspension, and termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. NBER will not tolerate retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of NBER who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination.
4. All employees working in the workplace who believe they have been subject to such retaliation should inform a supervisor or manager. They may also seek relief in other available forums, as explained below in the section on Legal Protections.
5. NBER, or its designated agent, will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes under state, federal and local laws is prohibited. These classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

harassment, or otherwise knows of possible sexual harassment occurring. NBER will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment or inappropriate conduct is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. NBER will provide all employees a complaint form for employees to report harassment and file complaints.
7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to NBER as described in "Reporting Sexual Harassment" below.
8. This policy will be provided to all employees, including at the time of hiring, and posted prominently in all work locations to the extent practicable. All employees will be required to complete an annual on-line training course in sexual harassment prevention.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. It is defined as unwanted sexual advances and/or visual, verbal or physical conduct of a sexual nature. It includes many forms of offensive behavior and includes gender-based harassment of a person of the same or opposite sex as the harasser.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile or offensive work environment.

The following are examples of inappropriate sexual behavior:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes.
- Verbal sexual advances or propositions or any inquiries or comments related to an individual's sexual preferences.
- Any inquiries into an employee's sexual experiences or discussion or description of your own sexual activities or experiences.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations.
- Physical conduct that includes touching, assaulting, impeding and/or blocking movements.

Sexual harassment can occur between any individuals, regardless of their sex or gender. The harasser can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Retaliation of any kind, including by the organization, against any individual who has complained about violations of this policy and/or retaliation of any kind against individuals for cooperating with an investigation or proceeding involving a violation of this policy is unlawful, will not be tolerated and will be subject to disciplinary action, up to and including termination of employment. Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. In fact, any retaliation taken against anyone involved in a complaint or in the investigation of a complaint is as, or more, serious than the original alleged violation. Retaliation itself may result in disciplinary action, up to and including termination of employment, even if the original complaint leading to the retaliation is found to be groundless.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

NBER cannot prevent or remedy sexual harassment unless it knows about it. Any employee or non-employee who has been subjected to behavior that may constitute sexual harassment, or who witnesses or becomes aware of potential instances of sexual harassment, is encouraged to report such behavior to a supervisor, manager or NBER Human Resources. The latter may be contacted in person, by telephone or email. The NBER Human Resources Manager is located in office 411 at 1050 Massachusetts Avenue, Cambridge MA 02138 (Telephone: 617-588-1484 Email: hr@nber.org).

The NBER Human Resources Manager is responsible for investigating and coordinating corrective action, except when the complaint relates to that person, in which case responsibility shall rest with the Corporate Secretary. The Corporate Secretary is located in office 312 at 1050 Massachusetts Avenue, Cambridge MA 02138 (Telephone: 617-588-0306; Email: alterra@nber.org).

In the case of complaints relating to the Corporate Secretary, responsibility for investigation and coordination of corrective action shall rest with the President, located in office 308 at 1050 Massachusetts Avenue, Cambridge MA 02138 (Telephone: 617-588-0397; Email: op@nber.org).

In the case of complaints relating to the President, responsibility for investigation and coordination of corrective action shall rest with the designated NBER Board Member, Karen Horn, Director at Large of the NBER Board of Directors. She can be reached by email at khorn@nber.org.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees and non-employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of others should use the complaint form and note that it is on another person's behalf.

Employees or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to NBER Human Resources. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process protecting their rights to a fair and impartial investigation. Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. NBER will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations will generally be done in accordance with the following steps:

- Upon receipt of complaint, NBER Human Resources or other complaint recipient, or an agent of NBER (together NBER) will conduct an immediate review of the allegations, and take any interim actions, such as instructing the respondent to refrain from communications with the complainant, as appropriate. If complaint is verbal, NBER will encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, NBER will prepare a Complaint Form based on the verbal report.
- If documents, emails or phone records are relevant to the investigation, NBER will take steps to obtain and preserve them.
- NBER will request and review all relevant documents, including all electronic communications.

- NBER will interview all parties involved, including any relevant witnesses;
- NBER will create written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- NBER will keep the written documentation and associated documents in a secure and confidential location.
- NBER will promptly notify complainant and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- NBER will inform the complainant of the right to file a complaint or charge externally as outlined in the next section.
- If the complaint involved investigators on an NSF or PHS grant, the NBER will report the final determination and any corrective action taken to the appropriate funding agency as required.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by NBER but is also prohibited by state, federal, and, where applicable, local law. While NBER will make every effort to resolve the matter internally, nothing in this policy restricts an individual's right to file a formal complaint with the federal, state or local authorities or federal grant funding agencies. A list of resources is below. While a private attorney is not required to file a complaint with a governmental agency, an individual who seeks to file a complaint may seek external legal advice.

The United States Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual files an administrative complaint with [a local state agency], [the state agency] will typically file the complaint with the EEOC to preserve the right to proceed in federal court.

The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. Locally they are available at:

10 Congress Street – 10th Floor
Boston, MA 02114
617-565-3200

Federal Funding Agencies

National Institutes of Health: For concerns related to NIH-funded research, an email can be sent to GranteeHarassment@od.nih.gov. Individuals may contact the HHS Office for Civil Rights (OCR) to obtain additional information and file a complaint. Please see NIH’s Anti-Sexual Harassment website for other information and resources, <https://www.nih.gov/anti-sexual-harassment>

National Science Foundation: To improve accountability, NSF encourages anyone with a harassment complaint involving an NSF-funded researcher to report the incident to their institution and visit NSF’s sexual harassment webpage, <https://www.nsf.gov/od/odi/harassment.jsp>. To report harassment involving an NSF-funded program or activity, please contact the NSF Office of Diversity and Inclusion (ODI) at programcomplaints@nsf.gov. An acknowledgement should be sent within 48 hours; if the complaint is not acknowledged, please follow up to ensure ODI has received it.

State Laws

Alabama

The Alabama Equal Employment Opportunity Commission (EEOC) local address is Ridge Park Place – 1130 22nd Street South, Suite 2000, Birmingham, AL 35205. Call the Birmingham District Office, Main at (800) 669-4000 or visit <https://www1.eeoc.gov/field/birmingham/index.cfm>

Arizona

The Arizona Equal Employment Opportunity Commission (EEOC) local address is 3300 North Central Avenue, Suite 690, Phoenix, AZ 85012. Call the Phoenix District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/phoenix/index.cfm>

The Arizona Civil Rights Division of the Arizona Attorney General’s Office local address is 2005 N. Central Avenue, Phoenix, AZ 85004. Call the Phoenix Office of Civil Rights, Main at (602) 542-5263 or visit <https://www.azag.gov/contact-us> to file a complaint.

Arkansas

The Arkansas Equal Employment Opportunity Commission (EEOC) local address is 820 Louisiana Street Suite 200, Little Rock, Arkansas 72201. Call the Little Rock Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/littlerock/index.cfm>

California

The California Equal Employment Opportunity Commission (EEOC) Los Angeles District Office local address is 255 East Temple Street, 4th Floor, Los Angeles, CA 90012. Call the Los Angeles District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/losangeles>

The California Equal Employment Opportunity Commission (EEOC) San Francisco District Office local address is 450 Golden Gate Avenue, 5 West, P.O. Box 36025, San Francisco, CA 94102. Call the San Francisco District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/sanfrancisco/index.cfm>

The California Department of Fair Employment and Housing (DFEH) local address is 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758. Call the DFEH at (800) 884-1684, Email contact.center@dfeh.ca.gov, or visit <https://www.dfeh.ca.gov/complaint-process/>

Colorado

The Colorado Equal Employment Opportunity Commission (EEOC) local address is 303 E. 17th Avenue, Suite 410, Denver, CO 80203. Call the Denver Field Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/denver/index.cfm>

The Colorado Civil Rights Division (CCRD) local address is 1560 Broadway, Suite 825 Denver, CO 80202. Call the CCRD at (303) 894-2997, Email dora_CCRD@state.co.us, or visit <https://www.colorado.gov/pacific/dora/about-colorado-division-civil-rights>

Connecticut

The nearest Equal Employment Opportunity Commission (EEOC) local address to Connecticut is the EEOC New York District Office at 33 Whitehall Street, 5th Floor, New York, NY 10004. Call the New York District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/newyork/index.cfm>

The Connecticut Commission of Human Rights and Opportunities local address is 450 Columbus Boulevard, Hartford, CT 06103. Call the Commission's central office at (860) 541-3400 or visit <https://www.ct.gov/chro/cwp/view.asp?a=2523&Q=315790&chroPNavCtr=|#45672>

District of Columbia

The Washington, DC Equal Employment Opportunity Commission (EEOC) local address is 131 M Street, NE, Fourth Floor, Suite 4NWO2F, Washington, DC 20507. Call the Washington Field Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/washington/index.cfm>

The DC Office of Human Rights (OHR) local address is 441 4th Street NW, Suite 570 North, Washington, DC 20001. Call OHR, Main at (202) 727-4559, Email ohr@dc.gov, or visit <https://ohr.dc.gov/service/file-complaint>

Florida

The Florida Equal Employment Opportunity Commission (EEOC) Miami District Office local address is Miami Tower, 100 SE 2nd Street, Suite 1500, Miami, FL 33131. Call the Miami District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/miami/index.cfm>

The Florida Equal Employment Opportunity Commission (EEOC) Tampa Field Office local address is 501 East Polk Street, Suite 1000, Tampa, FL 33602. Call the Tampa Field Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/tampa/index.cfm>

The Florida Commission on Human Relations (FCHR) local address is 4075 Esplanade Way, Room 110, Tallahassee, FL 32399. Call FCHR at (850) 488-7082, Email fchrinfo@fchr.myflorida.com, or visit <https://fchr.myflorida.com/take-action>

Georgia

The Georgia Equal Employment Opportunity Commission (EEOC) local address is Sam Nunn Atlanta Federal Center, 100 Alabama Street, SW, Suite 4R30, Atlanta, GA 30303. Call the Atlanta District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/atlanta/index.cfm>

The Georgia Commission on Equal Opportunity local address is 7 Martin Luther King, Jr. Drive, S.E. 3rd Floor-Suite 351, Atlanta, Georgia 30334. Call the Georgia Commission on Equal Opportunity, Main at (404) 463-4706 or visit <http://gceo.state.ga.us/to-file-a-complaint/>

Illinois

The Illinois Equal Employment Opportunity Commission (EEOC) local address is 500 West Madison Street, Suite 200, Chicago, IL, 60661. Call the Chicago District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/chicago/index.cfm>

The Illinois Department of Human Rights (DHR) local address is 100 West Randolph Street, 10th Floor, Chicago, IL 60601. Call the Sexual Harassment and Discrimination Helpline at (877) 236-7703, Email IDHR.ReportSH@illinois.gov, or visit <https://www2.illinois.gov/sites/sexualharassment/Pages/Reporting.aspx>

Indiana

The Indiana Equal Employment Opportunity Commission (EEOC) local address is 101 West Ohio St., Ste 1900, Indianapolis, IN 46204. Call the Indianapolis District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/indianapolis/index.cfm>

The Indiana Civil Rights Commission (ICRC) local address is 100 North Senate Ave, Indiana Government Center North, Room N300, Indianapolis, IN 46204. Call the ICRC at (800) 628-2909 or visit <https://www.in.gov/icrc/2654.htm>

Iowa

The nearest Equal Employment Opportunity Commission (EEOC) local address to Iowa is the EEOC Minneapolis Area Office at Towle Building, 330 South Second Avenue, Suite 720, Minneapolis, MN 55401 or the Milwaukee Area Office at Reuss Federal Plaza 310 West Wisconsin Avenue, Suite 500 Milwaukee, WI 53203-2292. Call the Minneapolis Area Office at (800) 669-4000 or visit

<https://www.eeoc.gov/field/minneapolis/index.cfm> Call the Milwaukee Area office at (800) 669-4000 or visit <https://www.eeoc.gov/field/milwaukee/index.cfm>

The Iowa Civil Rights Commission (CRC) local address is Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319. Call the CRC at (515) 281-4121, Email icrc@iowa.gov, or visit <https://icrc.iowa.gov/file-complaint>

Kansas

The Kansas Equal Employment Opportunity Commission (EEOC) local address is Gateway Tower II, 400 State Ave, Suite 905, Kansas City, KS 66101. Call the Kansas City Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/kansascity/index.cfm>

The Kansas Human Rights Commission (KHRC) local address is 900 SW Jackson, Suite 568-S Topeka, KS 66612-1258. Call the KHRC at (785) 296-3206, Email khrc@ks.gov, or visit <http://www.khrc.net/complaint.html>

Louisiana

The Louisiana Equal Employment Opportunity Commission (EEOC) local address is Hale Boggs Federal Building, 500 Poydras Street, Suite 809, New Orleans, LA 70130. Call the New Orleans Field Office at (800) 669-4000 or <https://www.eeoc.gov/field/neworleans/index.cfm>

The Louisiana Commission on Human Rights (LCHR) local address is 1001 N. 23rd Street, Suite 268, Baton Rouge, LA 70802. Call the LCHR, Main at (225) 342-6969, or visit <http://gov.louisiana.gov/page/lchr>

Maine

The nearest Equal Employment Opportunity Commission (EEOC) local address to Maine is the EEOC Boston Area Office at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. Call the Boston Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/boston/index.cfm>

The Maine Human Rights Commission (MHRC) local address is 19 Union Street, Augusta, ME 04330. Call the MHRC at (207) 624-6290, or visit <https://www.maine.gov/mhrc/file-a-complaint>

Maryland

The Maryland Equal Employment Opportunity Commission (EEOC) local address is GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201. Call the Baltimore Field Office at (800) 669-4000 or <https://www.eeoc.gov/field/baltimore/index.cfm>

The Maryland Commission on Civil Rights (MCCR) local address is William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202-1631. Call the MCCR at (410) 767-8600, Email mccr@maryland.gov, or visit <https://mccr.maryland.gov/Pages/Employment-Discrimination.aspx>

Massachusetts

The Massachusetts Equal Employment Opportunity Commission (EEOC) local address is John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. Call the Boston Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/boston/index.cfm>

The Massachusetts Commission Against Discrimination (MCAD) local address is One Ashburton Place, Room 601, Boston, MA 02108. Call MCAD Boston Headquarters, Main at (617) 994-6000, Email MCAD Boston Headquarters at mcad@mass.gov, or visit <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

Michigan

The Michigan Equal Employment Opportunity Commission (EEOC) local address is Patrick V. McNamara Building, 477 Michigan Avenue, Room 865, Detroit, MI, 48226. Call the Detroit Field Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/detroit/index.cfm>

The Michigan Department of Civil Rights (MDCR) local address is Detroit Service Center -Cadillac Place, 3054 West Grand Boulevard, Suite 3-600, Detroit, MI 48202. Call MDCR at (313) 456-3700, Email MDCRServiceCenter@michigan.gov, or visit <https://www.michigan.gov/mdcr/>

Minnesota

The Minnesota Equal Employment Opportunity Commission (EEOC) local address is Towle Building, 330 South Second Avenue, Suite 720, Minneapolis, MN 55401. Call the Minneapolis Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/minneapolis/index.cfm>

The Minnesota Department of Human Rights (MDHR) local address is Freeman Building, 625 Robert Street North, Saint Paul, MN 55155. Call MDHR at (651) 539-1100, Email Info.MDHR@state.mn.us, or visit <https://mn.gov/mdhr/intake/>

Missouri

The Missouri Equal Employment Opportunity Commission (EEOC) local address is Robert A. Young Federal Building, 1222 Spruce St., Rm 8.100, St. Louis, MO 63103. Call the St. Louis District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/stlouis/index.cfm>

The Missouri Commission on Human Rights (MCHR) local address is 3315 W. Truman Blvd., Room 212, P.O. Box 1129, Jefferson City, MO 65102. Call MCHR complaint hotline at (877) 781-4236, Email mchr@labor.mo.gov, or visit <https://labor.mo.gov/mohumanrights/Discrimination/employment>

New Hampshire

The nearest Equal Employment Opportunity Commission (EEOC) local address to New Hampshire is the EEOC Boston Area Office at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. Call the Boston Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/boston/index.cfm>

The New Hampshire Commission for Human Rights local address is 2 Industrial Park Drive, Building One, Concord, NH 03301. Call the New Hampshire Commission for Human Rights, Main at (603) 271-2767, Email humanrights@nhsa.state.nh.us, or visit <https://www.nh.gov/hrc/howto.html>

New Jersey

The New Jersey Equal Employment Opportunity Commission (EEOC) local address is Two Gateway Center, Suite 1703, 283-299 Market Street, Newark, NJ 07102. Call the Newark Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/newark/index.cfm>

The New Jersey Division on Civil Rights (DCR) local address is 31 Clinton Street, 3rd Floor Newark, NJ 07102. Call the DCR, Main at 973-648-2700, or visit <https://www.nj.gov/oag/dcr/filing.html>

New York

The New York Equal Employment Opportunity Commission (EEOC) local address is 33 Whitehall Street, 5th Floor, New York, NY 10004. Call the New York District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/newyork/index.cfm>

Contact the Division of Human Rights (DHR) at (888) 392-3644 or visit <https://dhr.ny.gov/complaint> for more information about filing a complaint.

North Carolina

The North Carolina Equal Employment Opportunity Commission (EEOC) local address is 434 Fayetteville Street, Suite 700, Raleigh, NC 27601-1701. Call the Raleigh Area Office, Main at (800) 669-4000 or visit <https://www.eeoc.gov/field/raleigh/index.cfm>

Ohio

The Ohio Equal Employment Opportunity Commission (EEOC) local address is John W. Peck Federal Office Building, 550 Main Street, 10th Floor, Cincinnati, OH 45202. Call the Cincinnati Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/cincinnati/index.cfm>

The Ohio Civil Rights Commission (OCRC) local address is Rhodes State Office Tower, 30 East Broad Street, 5th Floor, Columbus, OH 43215. Call the OCRC at (614) 466-2785 or visit <https://www.crc.ohio.gov/FilingCharge/ChargeFilingProcedure.aspx>

Oklahoma

The Oklahoma Equal Employment Opportunity Commission (EEOC) local address is 215 Dean A McGee Avenue, Suite 524, Oklahoma City, OK 73102. Call the Oklahoma City Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/oklahoma/index.cfm>

The Oklahoma Civil Rights Enforcement local address is 313 NE 21st Street, Oklahoma City, OK 73105. Call the Oklahoma Civil Rights Enforcement Division at (405) 521-3921 or visit <http://oag.publishpath.com/Default.aspx?shortcut=civil-rights-enforcement-complaint-forms>

Oregon

The nearest Equal Employment Opportunity Commission (EEOC) local address to Oregon is the EEOC Seattle Field Office at Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104. Call the Seattle Field Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/seattle/index.cfm>

The Oregon Civil Rights Division (CRD) local address is 800 NE Oregon St., Suite 1045

Portland, OR 97232. Call the CRD at (971) 673-0764, Email crdemail@boli.state.or.us, or visit https://www.oregon.gov/BOLI/CRD/pages/c_crcompl.aspx

Pennsylvania

The Pennsylvania Equal Employment Opportunity Commission (EEOC) Philadelphia District Office local address is 801 Market Street, Suite 1300, Philadelphia, PA 19107. Call the Philadelphia Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/philadelphia/index.cfm>

The Pennsylvania Equal Employment Opportunity Commission (EEOC) Pittsburgh Area Office local address is William S. Moorhead Federal Building 1000 Liberty Avenue, Suite 112 Pittsburgh, PA 15222. Call the Pittsburgh Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/pittsburgh>

The Pennsylvania Human Relations Commission (PHRC) local address is PA Human Relations Commission, Executive Offices, 333 Market St., 8th Floor, Harrisburg, PA 17101. Call the PHRC, Main at (717) 787-4410, or visit <https://www.phrc.pa.gov/File-A-Complaint/Types-of-Complaints/Pages/Employment.aspx#.VfbLmxFVhBc>

To file a complaint, call your local regional office, which can be found by visiting <https://www.phrc.pa.gov/File-A-Complaint/Types-of-Complaints/Pages/Employment.aspx#.VfbLmxFVhBc>

Rhode Island

The nearest Equal Employment Opportunity Commission (EEOC) local address to Rhode Island is the EEOC Boston Area Office at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. Call the Boston Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/boston/index.cfm>

The Rhode Island Commission for Human Rights local address is 180 Westminster Street, 3rd Floor, Providence, RI 02903. Call the Commission at (401) 222-2661 or visit <http://www.richr.ri.gov/filecharge/index.php>

Tennessee

The Tennessee Equal Employment Opportunity Commission (EEOC) local address is 1407 Union Avenue, 9th floor, Memphis, TN 38104. Call the Memphis District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/philadelphia/index.cfm>

The Tennessee Human Rights Commission local address is 312 Rosa L Parks Ave, 23rd floor Nashville, Tennessee 37243. Call the Commission at (615) 741-5825, Email ask.thrc@tn.gov, or visit <https://www.tn.gov/humanrights/file-a-discrimination-complaint.html>

Texas

The Texas Equal Employment Opportunity Commission (EEOC) local address is 207 S. Houston Street, 3rd Floor, Dallas, TX 75202. Call the Dallas District Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/dallas/index.cfm> The EEOC also maintains a San Antonio Field Office, El Paso Area Office, and a Houston District Office. Contact information for each can be found at <https://www.eeoc.gov/field/>

The Texas Workforce Commission Civil Rights Division local address is 1215 Guadalupe St, Austin, TX 78701. Call the Civil Rights Division at (512) 463-2642, Email EEOintake@twc.state.tx.us, or visit <https://twc.texas.gov/jobseekers/sex-discrimination#sexualHarassment>

Utah

The nearest Equal Employment Opportunity Commission (EEOC) local address to Utah is the EEOC Denver Field Office at 303 E. 17th Avenue, Suite 410, Denver, CO 80203. Call the Denver Field Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/denver/index.cfm>

The Anti-discrimination and Labor Division of the Utah Labor Commission local address is 160 East 300 South, 3rd Floor, Salt Lake City, UT 84114. Call the Labor Commission (Employment Discrimination line) at (801) 530-6801, Email discrimination@utah.gov, or visit https://laborcommission.utah.gov/divisions/AntidiscriminationAndLabor/employment_discrimination.html

Vermont

The nearest Equal Employment Opportunity Commission (EEOC) local address to Vermont is the EEOC Boston Area Office at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. Call the Boston Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/boston/index.cfm>

The Vermont Human Rights Commission local address is 14-16 Baldwin Street, Montpelier, Vermont 05633. Call the Human Rights Commission at (802) 828-2480 or visit <https://hrc.vermont.gov/how-to-file>

Virginia

The Virginia Equal Employment Opportunity Commission (EEOC) local address is 400 N. Eight Street, Suite 350, Richmond, VA 23219. Call the Richmond Local Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/richmond/index.cfm>

The Virginia Division of Human Rights (DHR) local address is Office of the Attorney General of Virginia, 202 North Ninth Street, Richmond, VA 23219. Call the DRH at (804) 225-2292, Email human_rights@oag.state.va.us, or visit <https://www.oag.state.va.us/index.php/programs-initiatives/human-rights>

Washington

The Washington State Equal Employment Opportunity Commission (EEOC) local address is Federal Office Building, 909 First Avenue, Suite 400, Seattle, WA 98104. Call the Seattle Field Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/seattle/index.cfm>

The Washington State Human Rights Commission local address is 711 S. Capitol Way, Suite 402, Olympia, WA 98504. Call the Human Rights Commission headquarters at (800) 233-3247 or visit <https://www.hum.wa.gov/file-complaint>

Wisconsin

The Wisconsin Equal Employment Opportunity Commission (EEOC) local address is Reuss Federal Plaza, 310 West Wisconsin Avenue, Suite 500, Milwaukee, WI 53203. Call the Milwaukee Area Office at (800) 669-4000 or visit <https://www.eeoc.gov/field/milwaukee/index.cfm>

The Wisconsin Equal Rights Division of the Department of Workforce Development local address is 201 E Washington Ave, Room A100, Madison, WI 53703. Call the Equal Rights Division at (608) 266-6860, Email erinfo@dwd.wisconsin.gov, or visit <https://dwd.wisconsin.gov/er/>

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Please contact the local police department.



The NBER has developed this complaint form to assist in the reporting of alleged incidents of sexual harassment in accordance with its Sexual Harassment Prevention Policy (the "Policy").

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the NBER Human Resources Manager. The Human Resources Manager is located in office 411 at 1050 Massachusetts Avenue, Cambridge MA 02138 (Telephone: 617-588-1484, Email: hr@nber.org). If the complaint is related to the Human Resources Manager, please refer to the NBER Sexual Harassment Prevention Policy for reporting instructions. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the NBER Human Resources Manager or other staff member indicated in the Policy can complete this form, provide you with a copy and proceed with an investigation as detailed in the Policy.

COMPLAINANT INFORMATION

Name:

Work Address:

Work Phone:

Job Title:

Email:

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone:

Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name:

Title:

Work Address:

Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____