

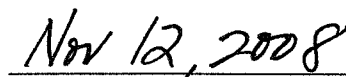
The Office of Science and Technology No FEAR Act Advisory Guidelines

The No FEAR Act requires the Office of Personnel Management (OPM) to issue advisory guidelines incorporating best practices Federal agencies may follow to take appropriate disciplinary actions against employees for conduct inconsistent with Antidiscrimination and Whistleblower Protection Laws. OPM issued the following six advisory guidelines, which the Office of Science and Technology Policy hereby adopts and will fully follow:

1. Ensure each OSTP disciplinary policy addresses conduct inconsistent with Antidiscrimination and Whistleblower Protection Laws and the human resources office, EEO office and OSTP legal counsel are involved in future modifications to the policy. Ensure that the policy clearly sets forth the responsibility of managers and supervisors to take appropriate action, and that the policy addresses the sanctions for this type of misconduct and accurately reflects current developments in law, including case law.
2. Ensure procedures are in place to promptly inform agency management of potential employee conduct inconsistent with Antidiscrimination and Whistleblower Protection Laws which may be the basis for disciplinary action, including an appropriate mechanism by which the EEO office can report potentially inconsistent conduct to an appropriate agency official.
3. Ensure such conduct, if its occurrence is supported by the facts and evidence, is addressed promptly in a manner that is reasonable, based on the circumstances of the case, and, to the extent feasible, consistent, based on any other similar cases (and the degree of similarity).
4. Ensure supervisors and managers, when taking disciplinary actions, work with the employee relations (ER) office, as appropriate, as well as OSTP's legal counsel.
5. Ensure ongoing communications among appropriate offices such as ER, EEO, and OSTP legal counsel concerning new developments in employee misconduct cases and any systemic problems.
6. Ensure ER staff receives adequate training, mentoring, and supervision in order to communicate accurate and well-reasoned advice to supervisors and managers on taking disciplinary action.



Stanley S. Sokul
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Date