



**Commanding Officer
Naval Base Ventura County**



**PREVENTION OF
HARASSMENT
POLICY STATEMENT**

It is essential that all service members, civilian employees, or contractors of Naval Base Ventura County be provided an environment free from all forms of harassment...racial, ethnic, or sexual. Each undermines the basic integrity of the employment relationship and tears apart the good order and discipline of the Command. It is behavior that is unacceptable, inappropriate, and demeaning and will not be tolerated.

Each of us has a basic responsibility to maintain a work environment that is healthy and supportive of all personnel. It is when our behavior reflects the basic values of honor, courage, and commitment in all that we do, that we achieve this environment.

If you feel that you've experienced any such inappropriate behavior, you have the right to express your concerns about that behavior, and the right to expect a prompt, thorough and impartial investigation. When such behavior is determined to be either unlawful or inappropriate, you have a right to expect immediate and appropriate corrective action. I do not tolerate those who choose to harass others. I do not tolerate a manager or supervisor who fails to take appropriate action when made aware of allegations of such behavior. Our Military Equal Opportunity Advisor, Command Managed Equal Opportunity Program Manager, and Equal Employment Opportunity (EEO) Office stand ready to provide assistance in these matters.

The responsibility rests with each of you to bring these matters to the attention of an offending party, in order to provide that person with the opportunity to change their behavior, or to the attention of NBVC leadership. You have my personal assurance that my staff and I will respond to your concerns. Further, you will experience no retaliation for doing so. The Equal Opportunity/Equal Employment complaint process is always available as a means of seeking redress. My principle point of contact in matters relating to harassment for civilians is Ms. Marcella Robles at (619) 532-1970. Military members can contact the Equal Opportunity Advisor, ATCS William Vega, at (805) 989-7637.

An environment free of harassment, sexual or otherwise, is one where we treat each other with respect and dignity, where we communicate freely, openly, and forthrightly. I expect our managers and supervisors to lead the way in creating and maintaining such an environment.

C. D. JANKE
Captain, U.S. Navy
Commanding Officer
Naval Base Ventura County
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