



April 21, 2015

COMMANDER, NAVY INSTALLATIONS COMMAND Anti-Harassment Policy Statement

This policy states my expectations for the prevention of harassment within the workplace at CNIC headquarters, regions, and installations. This policy applies to **ALL** employees and contractors working within the CNIC enterprise.

I will not tolerate any form of harassment in the workplace. Moreover, I will not condone retaliation toward employees who report allegations of harassing behavior or assist in any inquiry regarding allegations of harassment.

Harassment is a form of discrimination based on any protected basis such as race, color, sex (including sexual orientation), religion, national origin, age, disability (physical and/or mental), or genetic information. Harassment is manifested through unwelcome verbal or physical conduct that is so offensive as to alter the conditions of employment; or such conduct is sufficiently severe or pervasive to create a hostile work environment. While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct/behavior that may be viewed as harassing in nature:

- Oral or written abuse and/or threats that may include teasing, jokes, insults, gestures, epithets, or remarks based on sex, race, age 40 or older, disability, religion, national origin, color, or genetic information of an employee;
- Gossip regarding an employee's sexual activity, comments on an individual's body, or other lewd or obscene comments;
- Sexually explicit visual displays in the workplace including electronic media or printed media material (e.g., posters, cartoons) in the workplace; and,
- Any unwelcome physical contact including unwanted touching, patting, pinching, grabbing, cornering, or brushing against another person's body.

Any employee who believes that he/she has been subjected to conduct that is in violation of this policy, should immediately report the conduct, all details of the alleged harassment, and its connection to a protected class to their immediate supervisor (if not the alleged harasser), any management official in their chain of command, labor/employee relations, or EEO personnel.

I expect managers and supervisors to investigate allegations of harassment. Any employee found to be engaging in harassing behavior shall be subject to disciplinary action, up to and including reprimand, suspension, or removal.

CNIC promotes an inclusive work environment where all employees are treated with dignity and respect. In that regard, I expect each member of the CNIC team to monitor their behavior to eliminate any potential instances of harassing conduct in the workplace.

This policy shall be posted in conspicuous places at CNIC headquarters, regions, and installations.

D. R. SMITH
Vice Admiral, U.S. Navy