



DEPARTMENT OF THE NAVY

COMMANDER FLEET ACTIVITIES
SASEBO, JAPAN
PSC 476 BOX 1
FPO AP 96322-0001

5354
Code 00
25 Sep 20

From: Commander, Fleet Activities Sasebo
To: All, Fleet Activities Sasebo

Subj: PREVENTION OF SEXUAL HARASSMENT POLICY STATEMENT

1. Sexual harassment at Fleet Activities (FLEACT) Sasebo will not be tolerated. Those who violate this policy are subject to the full range of military and civilian disciplinary procedures. Managers and supervisors will deal swiftly, fairly and effectively with any instance of sexual harassment.
2. All Federal employees, military and civilian have a responsibility under the Federal Code of Conduct and Ethics for maintaining high standards of honesty, integrity and impartiality in the performance of government business. Any form of misconduct undermines the integrity of the Federal employees as well as the trust of the American public.
3. Sexual harassment is a form of employee misconduct. Sexual harassment is a type of sex discrimination which involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, or;
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or;
 - c. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
4. Any personnel in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcomed verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment.
5. The economic costs of sexual harassment are significant. Even more harmful, however, are the negative effects of sexual harassment on productivity and readiness. These costs are real and seriously affect our ability to accomplish the mission. Any personnel who is sexually harassed must make it clear to the perpetrator that the behavior is offensive. If such behavior continues, the offended individual must report the matter to the appropriate chain of command which will be fully utilized and instances of sexual harassment will be resolved immediately.

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6. Military members will use their chain of command, grievance procedures, the Uniform Code of Military Justice (UCMJ) or request mast procedures. Points of contact regarding this policy are the Command Equal Opportunity Officer, the Navy Legal Service Office and/or the Command's Sexual Harassment point of contact.

7. The Equal Employment Opportunity Office, Human Resources Office Yokosuka, DSN 243-9579/7092, is the point of contact for U.S. civilian employees experiencing any form of sexual harassment and who require confidential and objective advice. The Chief of Human Resources Office Sasebo may be contacted locally at 252-3661 for advice and assistance. Incidents of sexual harassment may also be pursued through discrimination complaint channels.

8. Japanese National employees should use the grievance procedures outlined in the Master Labor Contract or Indirect Hire Agreement. Any questions regarding these procedures should be referred to the Contracting Officer's Representative at 252-3661.

9. All FLEACT Sasebo personnel, military and civilian, will be educated and trained upon accession and annually thereafter in the areas of identification, prevention, resolution and elimination of sexual harassment. I expect all hands will assist me in preventing sexual harassment and maintaining FLEACT Sasebo's professional workplace environment.



D. J. ADAMS