



EQUAL EMPLOYMENT OPPORTUNITY(EEO) POLICY INFORMATION FOR EMPLOYEES

Discrimination

Civilian employees, former employees, or applicants for employment who believe they have been discriminated against based on race, color, religion, sex, age, national origin, physical or mental disability, or reprisal for involvement in prior EEO activity may file an informal EEO complaint by first contacting an EEO official within **45 calendar days** of the date of an alleged discriminatory act OR within **45 calendar days** of becoming aware of an alleged discriminatory act.

What is harassment?

The term "harassment" includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment. **Sexual Harassment** is a form of sex discrimination. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when submission to such conduct is made a term or condition of employment or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It also includes same-sex harassment when the harassment constitutes discrimination because of sex. DON civilians have two avenues for filing complaints of sexual harassment. They may utilize: (1) U.S. Code Title 10 (10 USC), §1561 Investigations, by contacting their Commanding Officer to report allegations of sexual harassment, and/or (2) contact an EEO official to initiate an informal EEO complaint.

Age

The Age Discrimination in Employment Act (ADEA) of 1967 protects individuals **40 years of age or older** from discrimination based on age.

Disability

The Navy does not discriminate against qualified individuals with a disability because of the individual's disability. Discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability, unless it is determined that the accommodation would impose an undue hardship on the operation of the Navy.

Reasonable Accommodation For Disability

Employees who require reasonable accommodation for physical or mental conditions may contact their chain of command or an EEO official to request assistance. (Reasonable accommodation is a change in the work environment or in the way things are customarily done that would enable an individual with a disability to enjoy equal employment opportunities)

Religious Freedom

[Title VII of the Civil Rights Act of 1964](#) prohibits employers from discriminating against individuals because of their religion in hiring, firing, and other terms and conditions of employment.

What is Alternative Dispute Resolution (ADR)

Employees are encouraged to attempt resolution of workplace disputes through ADR. ADR may be used to resolve all types of work place conflict. ADR is normally in the best interest of both the activity and the employee. It offers parties the opportunity to determine the outcome of workplace disputes, and is typically less expensive. Additionally, [SECNAVINST 5800.13](#) formally establishes the Navy's policy to use ADR "to the maximum extent practicable" to resolve all forms of workplace disputes. For more information visit <http://adr.navy.mil> . or http://www.cnrc.navy.mil/content/dam/cnrc/cnrj/cnrj_hro_yokosuka/cnrj_hro_yokosuka_pdfs/cnrj_hro_yokosuka_services/adr_brochure.pdf

EEO OFFICIALS

Employees are encouraged to work with their chain-of-command to resolve work place disputes. EEO officials are also available to meet with employees and/or supervisors to attempt resolution of concerns and/or complaints. If you are serviced by the Regional Human Resources Office, Yokosuka, EEO Office, contact one of the EEO officials identified below to discuss your concerns.

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| EEO Program Manager M-YO-CNRJEEO@fe.navy.mil | |
| EEO Specialist & Mediator | EEO Assistant |
| DSN 315-243-8163/9579/7092(fax 9962) Comm 046-816-8163/9579/7092(fax 9962) Intl 81-46-816-8163/9579/7092(fax 9962) | |

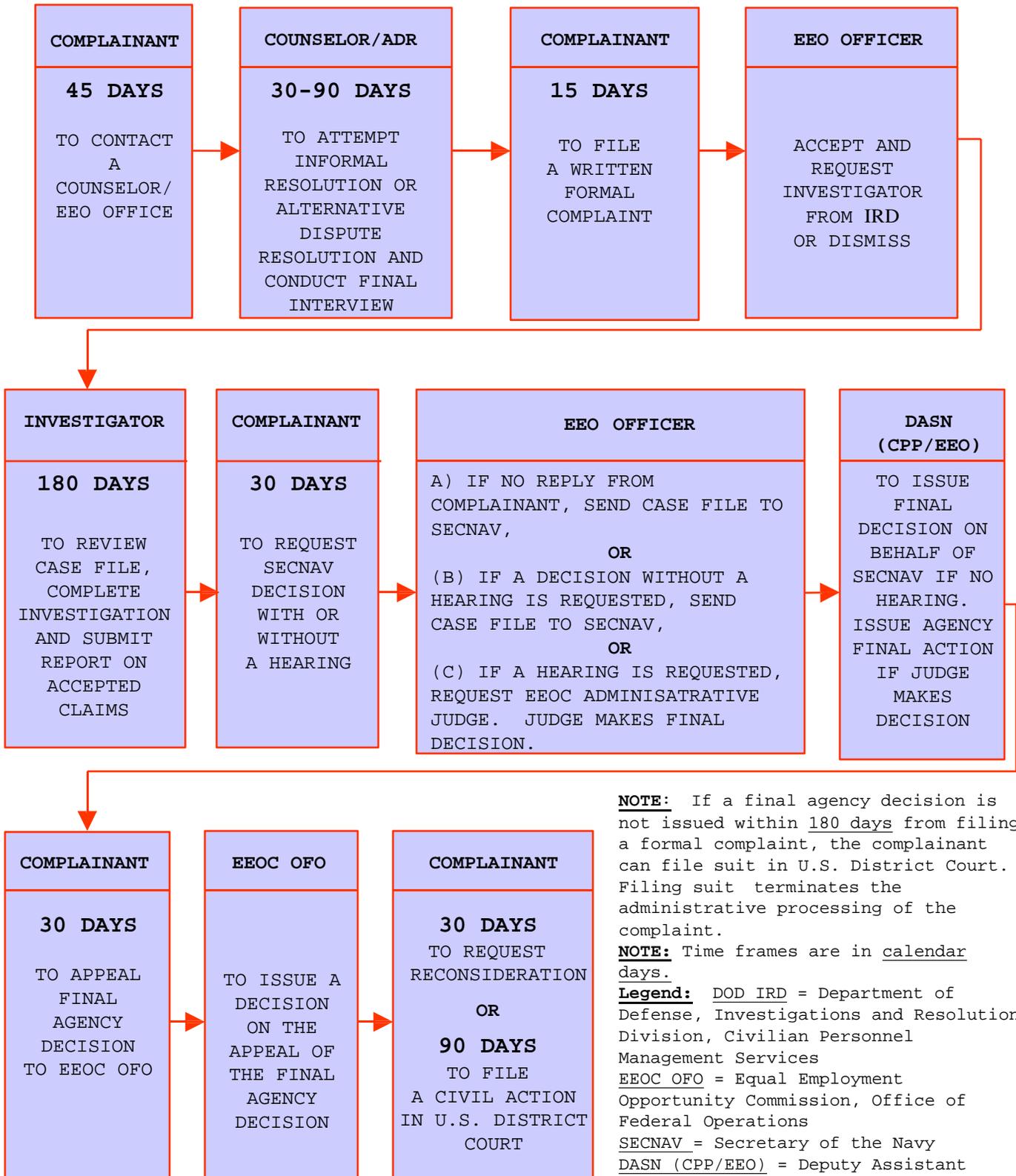
Mailing Address

HUMAN RESOURCES OFFICE
EQUAL EMPLOYMENT OPPORTUNITY OFFICE
PSC 473 BOX 22, Code N134
FPO AP 96304-0022

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EEO COMPLAINT PROCESS

Note: Navy Commanding Officers serve as the EEO Officer for their commands.



NOTE: If a final agency decision is not issued within 180 days from filing a formal complaint, the complainant can file suit in U.S. District Court. Filing suit terminates the administrative processing of the complaint.

NOTE: Time frames are in calendar days.

Legend: DOD IRD = Department of Defense, Investigations and Resolution Division, Civilian Personnel Management Services
 EEOC OFO = Equal Employment Opportunity Commission, Office of Federal Operations
 SECNAV = Secretary of the Navy
 DASN (CPP/EEO) = Deputy Assistant Secretary of the Navy (Civilian Personnel Policy/Equal Employment Opportunity)