COMMANDER, NAVY INSTALLATIONS COMMAND

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Anti-Harassment Policy Statement

Commander, Navy Installations Command (CNIC) employees are entitled to, and deserve, a work environment free from all forms of harassment: racial, ethnic or sexual. Anyone who subjects another employee, or contract employee, to unwelcome verbal or physical conduct because of that person's race, sex, national origin, age, or in retaliation for prior EEO activity is committing illegal harassment, in violation of TITLE VII, and the Department of Navy, and this Command's Anti-Harassment policies. Sexual harassment is particularly onerous, as it undermines the basic integrity of the employment relationship. Further, it tears apart the good order and discipline of the Command. It is behavior that is unacceptable, inappropriate and demeaning. It is contrary to the Navy's Core Values of Honor, Courage, and Commitment; and will not be tolerated.

Each of us has a basic responsibility to ourselves, and to our fellow employees, to maintain a work environment that is healthy and supportive of all. This is a daily endeavor, not something to focus on once a year after receiving the required annual Prevention of Sexual Harassment training. It is, simply, the right thing to do.

We provide annual training to assist in understanding which behaviors constitute Sexual Harassment; which behaviors may be considered inappropriate and unacceptable ; how to express your concerns when confronted with such behavior; what to expect once those concerns have been expressed; and how to respond when someone turns to you for support or assistance in such matters. While attendance at such training is mandatory, I view both this policy statement and the training as opportunities to reaffirm our personal commitment to each other to work together to maintain a healthy and supportive work environment.

The responsibility lies within each of us to bring these matters to the attention of an offending party, in order to provide that person the opportunity to change their behavior. You have the right to bring the matter to the attention of management, and once management is made aware, to expect a prompt, thorough and impartial investigation. If such behavior is determined to be either unlawful or inappropriate, you have the right to expect both immediate and appropriate corrective action to occur. Contract employees experiencing this behavior should make CNIC management aware of their complaint, but seek relief through their employer and the private sector complaint process.

This Command will not tolerate those who choose to harass others. Nor does this command tolerate any manager or supervisor who fails to take appropriate action when made aware of allegations of such behavior. Our Human Resource and EEO Offices stand ready to provide assistance in these matters.

A healthy work environment free of harassment, sexual or otherwise, is one where we treat each other with respect and dignity; where we communicate openly and forthrightly. CNIC managers and supervisors will lead the way in maintaining such an environment. All of us will actively accept the responsibility to be respectful and supportive of each other.

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