DEPARTMENT OF THE NAVY
U.S. NAVAL AIR FACILITY
ATSUGI, JAPAN
FPO AP 96306-1209

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Ser N00/ 0323
8 Mar 12

MEMORANDUM

From: Commanding Officer, U.S. Naval Air Facility Atsugi
To: All U.S. Civilian and Naval Personnel assigned to NAF Atsugi

Subj: NAF ATSUGI SEXUAL HARASSMENT POLICY

Ref: (a) OPNAVINST 5354.1 (Series), Navy Equal Opportunity Policy

1. As the Commanding Officer, it is my responsibility to ensure all NAF Atsugi personnel are provided with a work environment free from sexual harassment.

2. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature. Promises or threats related to a person's job, pay, or career, based on submission to these acts constitute sexual harassment. Sexual harassment also extends to conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

3. Sexual harassment is a violation of the Uniform Code of Military Justice and will not be tolerated. It can adversely affect an individual's job performance and create an intimidating, hostile, or offensive work environment that has a negative impact on morale and mission. All personnel aboard NAF Atsugi have a responsibility to maintain high standards of honesty and integrity. We will conduct ourselves properly in the performance of business and maintain the public trust.

4. If you believe you have been subject to sexual harassment, I encourage you to handle the situation directly and immediately. If necessary, seek the assistance of your supervisor or someone else in your chain of command. If informal measures are unsuccessful in resolving the situation, you are encouraged to file a formal complaint.

5. I am committed to the Navy's zero tolerance policy on sexual harassment. Sound leadership sets a good example of professional work place ethics and conduct. I hold all managers and supervisors accountable for fostering a climate free of sexual harassment. Anyone violating this policy will be disciplined appropriately to correct the misconduct.

S. J. WIEMAN