



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
7918 BLANDY ROAD SUITE 100
NORFOLK, VIRGINIA 23551-2419

5354
N00
2 Mar 07

Subj: EXTREMIST/HATE GROUP POLICY STATEMENT

1. Creating and sustaining an environment of equal opportunity and fair treatment is a basic principle relied upon for the continued success of our nation. Involvement with, or participation in, extremist/hate groups is incompatible with this principle. Therefore, I expect every member of this command, military and civilian, to reject participation in organizations which espouse supremacist causes; attempt to foster illegal discrimination based on race, creed, color, sex, religion, age, disability, or national origin; or advocate the use of force, violence, or other means to deprive individuals of their civil rights.
2. Actively supporting an extremist/hate group includes, but is not limited to publicly demonstrating or rallying activities, recruiting and training members, gaining or maintaining membership in such a group, distributing literature or information on behalf of such a group, and organizing or leading such organizations. Activities in direct support of groups or organizations which seek to deny basic Constitutional protections to any sector of our population are in direct conflict with the principles upon which our country was founded and are inappropriate for those who serve our nation.
3. Recognizing and fostering the inherent individual worth and value of every member of our team requires the personal commitment of everyone at this command, military and civilian. I expect your full support and cooperation to create an environment where every individual is treated with human dignity and respect.


S. D. POLLPETER



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Subj: EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

1. The policy of the Department of Navy (DON) and Naval Support Activity (NAVSUPACT), Norfolk is to (1) provide Equal Employment Opportunity (EEO) for all persons, including DON employees and applicants regardless of race, color, national origin, religion, sex, age, or disability; (2) develop and implement an affirmative employment program designed to achieve a workforce which is reflective of our national workforce; (3) create a workplace free from discriminatory practices, including sexual harassment, and ensure discrimination complaint procedures are in place to provide adequate counseling and timely processing of all complaints. I encourage an environment where every person is given the opportunity to succeed to the best of their abilities. I also encourage command initiatives in implementing these principles, and I expect positive and effective action to be taken in achieving our goals.

2. Equal Employment Opportunity is a command responsibility. Each manager and supervisor is expected to support the program by vigorously pursuing the Navy's goals and by employing fair and equitable actions in all personnel matters. All employees are responsible for conducting themselves in a manner consistent with the principles of Equal Opportunity and in a way that does not reflect adversely on DON. I am fully committed to ensuring that a climate of equal opportunity exists in our command, and I expect each and every NAVSUPACT personnel to promote and foster this climate. Those in positions of authority are expected to take discrimination complaints seriously, to promptly investigate and address them, and to take no reprisal action against those who make them. The obligation to support the program and to carry out a successful affirmative action effort is shared by all personnel, both military and civilian, but especially by supervisors and managers who provide organizational leadership.

3. It is my personal policy that managers, supervisors, and co-workers will treat all personnel of this command with dignity and respect. Equal Employment Opportunity will continue to be an integral part of our day-to-day operations at NAVSUPACT, Norfolk. The entire Navy team benefits from recognizing and effectively utilizing the unique talents and qualities which employees of different backgrounds and cultures bring to the workplace. All employees will be afforded equal opportunity to develop and progress consistent with their ability and initiative. We will maintain a work environment that is free of discrimination, reprisal, and harassment.

4. I look forward to your full cooperation and support of the EEO Program at NAVSUPACT Norfolk.


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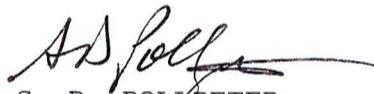
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Subj: SEXUAL HARASSMENT PREVENTION POLICY STATEMENT

1. It is the policy of Naval Support Activity (NAVSUPPACT), Norfolk, to ensure equal treatment of all personnel and to be proactive in its endeavors to prohibit and eliminate all forms of discrimination. Sexual harassment is a form of discrimination that will not be tolerated. I am personally committed to maintaining a workplace free from discriminatory practices and inappropriate behavior. The Navy team must be comprised of individuals who are able to work together to accomplish our mission. Each member of the team is entitled to be treated fairly, with dignity and respect, and to be assured these rights are protected.

2. Defined, sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other physical/verbal conduct of a sexual nature that interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Any person who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of an employee is engaging in sexual harassment. In addition, any person who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment. Reports of sexual harassment will be investigated without hesitation and with sensitivity. Substantiated cases will be dealt with swiftly and harshly. Acts of reprisal, intimidation, or further acts of harassment directed against victims or witnesses of sexual harassment will not be tolerated. Likewise, false accusations of sexual harassment will not be tolerated.

3. Prevention of sexual harassment is a leadership issue and command responsibility. I have "ZERO TOLERANCE" for any form of sexual harassment. Supervisors are expected to foster a positive working environment free of sexual harassment. Individuals who believe they have been sexually harassed may contact the Human Resource Office at (757) 445-1664; Ms. Jennifer Garland, NAVSUPPACT Norfolk Management Support Officer, who can be reached at (757) 836-1965; or EMC (SW/AW) Mixon, NAVSUPPACT Norfolk Equal Opportunity Advisor, who can be reached at (757) 836-1878.


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Subj: FRATERNIZATION POLICY STATEMENT

1. Fraternization is the term traditionally used to identify personal relationships that violate the customary bounds of acceptable senior-subordinate relationships. Although it has most commonly been applied to officer-enlisted relationships, fraternization also includes improper relationships and social interaction between officers as well as between enlisted members. (See OPNAVINST 5370.2B for more information.)

2. Personal relationships between officers and enlisted members that are unduly familiar and that do not respect the differences in grade or rank are prohibited. Chief Petty Officers (CPO) (E-7/8/9) are separate and distinct leaders within their assigned command. Due to this unique responsibility, relationships between CPOs and junior personnel (E-1 to E-6) are typically prejudicial to good order and discipline when they are within the same command. Prejudice to good order and discipline may result from, but are not limited to, circumstances which:

a. Call into question a senior's objectivity, or result in actual or apparent preferential treatment;

b. Undermine the authority of a senior; or

c. Compromise the chain of command.

3. The responsibility for preventing inappropriate relationships rests on the senior. However, while the senior party is expected to control and preclude the development of inappropriate relationships, this policy is applicable to both members and both are accountable for their own conduct. Conduct that constitutes fraternization is not excused or mitigated by a marriage between those engaging in fraternization.

4. I expect all personnel to support and comply with this policy. We all must set the example!


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Subj: DRUG AND ALCOHOL ABUSE POLICY STATEMENT

1. There is "ZERO TOLERANCE" at Naval Support Activity (NAVSUPACT), Norfolk for illegal drug use and alcohol abuse. Any drug abuse or irresponsible use of alcohol by command personnel will not be tolerated and will be seen as a grievous failure to promote personal excellence and healthy lifestyles. The abuse of drugs and alcohol can seriously damage physical and mental health, jeopardize personal safety and the safety of others, and lead to criminal prosecution and discharge under other than honorable conditions.

2. Naval Support Activity, Norfolk personnel with concerns about their personal use of drugs and alcohol, or that of others with whom they work, should seek help from the Command Drug and Alcohol Program Advisor for military, or for civilians the Human Resource Office, Norfolk's Civilian Employee Assistance Program. Alcoholism is a treatable disease and can be dealt with while continuing your Naval/civilian career. Alcohol education is also available for those who are unsure of the effects of alcohol use.

3. All military and civilian personnel are responsible for, and will be held FULLY accountable for their personal activities relating to drug and alcohol abuse and for any substandard performance or illegal acts resulting from such activities. In particular, illegal drug use by military members may result in Non Judicial Punishment or Court-Martial and mandatory processing for administrative separation from the Navy. Civilians using illegal drugs may voluntarily identify themselves for "Safe Harbor" (prior to any official notification of an impending drug test). Otherwise, a positive determination will result in disciplinary action that may include removal. The consumption of alcoholic beverages during normal working hours including breaks, after which work is resumed, or by any personnel in a duty status is not authorized. Duty status refers to the entire 24 hour period or weekend for which you or your section has duty. Each of us is responsible for reporting known or suspected incidents of drug abuse or trafficking to an immediate supervisor or the Commanding Officer, Executive Officer, or Security Officer.


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Subj: OCCUPATIONAL SAFETY AND HEALTH POLICY STATEMENT

You are our most valuable resource. Employee injuries result in needless pain and suffering, impair our ability to perform our mission, and adversely impact our productivity. The cost associated with the Federal Employees' Compensation Program drains vital funds from the budget. Therefore, it is the responsibility of everyone and a direct function of an aggressive and comprehensive Navy Occupational Safety and Health (NAVOSH) Program to ensure a safe and healthy work environment. Taking occupational safety and health for granted is never acceptable.

We must incorporate occupational safety and health into our daily decision-making process so that they become an integral part of our work habits. An effective NAVOSH Program is an all hands effort. The safety manager will provide administrative and technical guidance and will ensure that the program functions in accordance with applicable laws, standards, and instructions. Personnel may review copies of the NAVOSH standards, records of safety and health committees and their actions and recommendations, the Hazard Communication Plan, and other occupational safety and health program documents in their local Regional Storefront for Safety and Occupational Health Office. Access to individual occupational health medical records is provided to employees or their representatives upon reasonable request by contacting the local Regional Branch Medical Clinic.

Everyone will support the Safety Program by complying with all established procedures and regulations and promptly report all on-the-job mishaps. Under no circumstance will an employee experience any form of adverse action for exercising the right to participate in the Safety Program. Supervisors will periodically review the work environment to identify and promptly correct unsafe and unhealthy work conditions. Supervisors will also ensure that their employees are aware of the hazards in their work environment and correctly apply the safety precautions for their operations.

Our Safety Program is an indispensable asset. I expect you to take the responsibility to make occupational safety and health our way of life. Only you can make that happen.


S. D. POLLPETER