



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JOINT RESERVE BASE
400 RUSSELL AVE
NEW ORLEANS LA 70143-5012

IN REPLY REFER TO:
5355

Code N1

27 Feb 12

From: Commanding Officer, Naval Air Station, Joint Reserve Base,
New Orleans

To: All Military and Civilian Personnel

Subj: POLICY ON WORKPLACE HARRASSMENT

Ref: (a) DOD Directive 1350.2 of 18 Aug 95
(b) DOD Directive 1440.1 of 21 May 87
(c) 29 C.F.R. § 1604.11 (NOTAL)
(d) Title VII of the Civil Rights Act of 1964, as amended
(e) 42 U.S.C. 2000e (NOTAL)
(f) DOD Directive 7050.6 of 23 Jun 2000
(g) NAVPERS 15620
(h) SECNAVINST 5354.1
(i) OCPMINST 12713.2A (NOTAL)
(j) OPNAVINST 5354.1E

1. As the Commanding Officer, I am committed to a work environment free of harassment for all employees, and I expect all leaders and managers to reinforce this commitment in the workplace. Harassment is a form of prohibited discrimination and will not be tolerated.

2. Harassment is unwelcome verbal or physical conduct, which is so severe or pervasive that it interferes with or changes the conditions of one's employment by creating a hostile, intimidating, or abusive working environment. Examples may include, but are not limited to, making offensive or derogatory comments or engaging in physically threatening, intimidating, or humiliating behavior based upon race, color, religion, sex (gender), national origin, age, mental or physical disability, genetic information, or in reprisal for an employee or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination. These activities are prohibited. Violation of this policy may result in disciplinary action up to and including termination.

3. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature such as, but not limited to: making or threatening to make employment decisions based on an employee's submission to, or rejection of, sexual advances or requests for

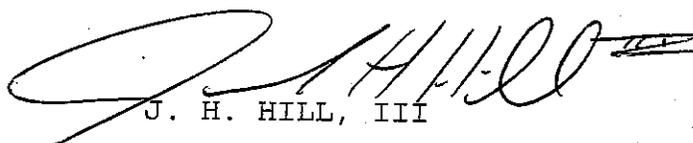
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sexual favors; deliberate or repeated unsolicited remarks with a sexual connotation or physical contact of a sexual nature that is unwelcome to the recipient; or behavior that creates a sustained hostile or abusive work environment so severe or pervasive that it unreasonably interferes with or changes the conditions of one's employment. Although not every instance of inappropriate behavior may fit the legal definition of harassment, such behavior in the workplace undermines morale and is not tolerated by the Department of the Navy. Violation of this policy may result in disciplinary action up to and including termination. Disciplinary action may result even if the conduct does not constitute harassment under the law.

4. We will strive to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of our command should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. The accomplishment of this goal is essential to our command. Through enforcement of this policy and the education of employees, NAS JRB will seek to prevent, correct and discipline behavior that violates this policy.

5. In accordance with this policy, each leader, supervisor, and manager, is responsible and accountable for providing training and guidance to his or her personnel, are responsible for ensuring that direct and prompt action is taken to investigate, and where appropriate, taking prompt, appropriate corrective action upon encountering evidence of such misconduct.

6. The prevention of harassment exemplifies the Department of the Navy's goal to uphold the highest standards of leadership and personal conduct. Managers and supervisors will ensure that all military and civilian personnel receive annual Harassment Training, are informed of this policy, and ensure that discrimination and workplace harassment of any type is eliminated. As we strive to accomplish our mission and maintain public trust, we must carry out our responsibility for maintaining high standards of honesty, integrity, and conduct.


J. H. HILL, III