DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGION HAWAII
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18 Nov 11

ANTI-HARASSMENT POLICY STATEMENT

As Commander, I am committed to a workplace free from unlawful discrimination and harassment based on sex, race, color, religion, age, national origin, physical or mental disability, and/or reprisal for prior equal employment opportunity (EEO) activity. An offensive, intimidating, or hostile work environment of a sexual or non-sexual nature will simply not be tolerated.

I believe leadership is the key to eliminating all forms of unlawful discrimination. Maintaining a work environment free from hostility is essential in the workplace and supervisors and managers must take prompt action to identify and correct any improper behavior identified when allegations of harassment arise. Harassing behaviors may include:

- Unwelcome sexual advances, requests for sexual favors, and all verbal or physical conduct of a sexual nature.
- Making or threatening reprisals for refusing sexual favors.
- Repeated requests for dates or questions about one's sex life or experiences.
- Unwelcomed physical contact such as pinching, kissing, inappropriately touching another employee, or impeding another employee's normal work movement.
- Slurs, jokes, posters, cartoons, pictures, offensive gestures, or derogatory remarks based upon any protection status or directed toward an employee because of his or her protected status.
- Acts of physical violence, threats of physical violence, or other physically intimidating behavior directed toward an employee because of her protected status.

Although it is not a requirement, I highly encourage individuals who believe they are being harassed to make it clear to the offender that their behavior is offensive and must stop. If you are not comfortable confronting the offender, there are other avenues of redress available to you including: addressing the issue informally through the chain of command; utilizing either the Administrative or Negotiated Grievance procedure; using the Discrimination Complaints Process (EEO/EO); or contacting the Department of the Navy's Equal Opportunity Advice Line at 1-800-253-0931.

Reported incidents of harassment will be thoroughly investigated and if found to be substantiated, immediate and appropriate action will be taken to remedy the situation. No individual shall harass or take reprisal action against a person who provides information on an incident of alleged sexual or non-sexual harassment, or knowingly make a false accusation of harassment.

We must all do our part to maintain a work environment in which we do our personal and professional best every day and adhere to the highest standards of ethical and interpersonal behavior.

F. L. PONDS