EQUAL EMPLOYMENT OPPORTUNITY (EEO), EQUAL OPPORTUNITY (EO), AND DIVERSITY POLICY STATEMENT

The Naval Education and Training Command (NETC) fully supports Department of Defense and Department of the Navy (DON) EEO, EO, and Diversity policies. These policies ensure that every employee is treated with dignity and respect and enjoys equal opportunities in all aspects of employment. This policy covers applicants, employees, and former employees and must be actively supported by all to ensure effectiveness.

EEO AND EO

We must have a workplace free from all forms of discrimination. This is fundamental to the success of our people and the accomplishment of our mission. Supervisors and managers share the responsibility of promoting an environment that is free of discrimination. Decisions will not be made based on race, color, religion, sex (to include pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, or reprisal. Employees or members who bring forward allegations of discrimination or harassment shall do so without fear of reprisal/retribution for participation in the EEO (civilian) or EO (military) process. All employees play a supporting role in this effort through their individual conduct.

EEO and EO are both a command responsibility and a leadership issue. Every manager and supervisor is expected to support EEO and EO programs. The personnel policies of the DON are based on non-preferential treatment. Selection of staff members for enlistment, appointment, promotion, training, assignment to duty, or any other personnel action will be based on merit, fitness, and ability; and not on race, color, religion, sex (to include pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, or reprisal.

I expect and encourage all managers and supervisors to support NETC EEO and EO goals by identifying and eliminating any potential barriers to equal employment opportunity. By definition, a model EEO Program actively seeks and creates opportunities for individuals with targeted disabilities and groups with low

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participation rates of employment within the command. That is our vision and our goal.

DIVERSITY

I am fully committed to the DON’s goals and objectives to build a workforce that is both inclusive and reflective of our diverse nation.

Diversity is typically considered relative to age, race, ethnicity, sex, mental and physical abilities, religion, or sexual orientation. However, it also should consider communication style, education, breadth and depth of experience, organizational role, geographic location, levels of responsibility, first languages, and income. All of these factors play a critical role in shaping our value systems, expectations, and experiences and therefore must be part of our understanding of the term.

When we recognize the strengths of a diverse workforce, we acknowledge, appreciate, and respect the differences in one another, including the varied perspectives, approaches, and competencies of those with whom we work. Embracing diversity strengthens our mission accomplishment and helps create a positive work environment where all employees have the opportunity to reach their potential and maximize their contributions to the NETC mission. A diverse workforce is imperative to our future and our ability to solve complex problems.

I urge you to help me develop and retain a diverse workforce by your demonstrated example of treating one another with dignity and respect and actively looking for ways to get others involved.

PROCEDURES

I encourage all employees to report any form of discrimination through the proper reporting channels. We cannot address it if we are not aware of it. An individual who believes he/she has been discriminated against, or who witnesses a believed act of discrimination, should clearly explain to the perceived offender that the behavior is objectionable and request that it cease. This approach should be taken at the time the objectionable behavior occurs. If the individual is not able or does not feel safe confronting the perceived offender, or the behavior does not stop,
or if the individual believes some adverse employment action may result from the discussion, they should immediately contact their supervisor. Civilian personnel may also contact the Command Deputy EEO Officer, or the local servicing Human Resources Office/EEO Program Official, and military personnel may contact the Command Climate Specialist (CCS). Once the matter has been reported, it will be handled in a discreet manner, and promptly and thoroughly investigated. Appropriate corrective and disciplinary action will be taken on any substantiated case.

**ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAM**

In an effort to reduce conflict in the workplace, I encourage all managers, supervisors, and employees to utilize the ADR Program. Using ADR as a vehicle to resolve conflict in the workplace provides a rapid forum for communication and quickly provides an environment to reach equitable solutions. ADR offers the potential for a prompt win/win resolution in most cases and can significantly reduce the number of complaints and workplace disputes. I am personally committed to the ADR concept and will use it whenever possible to resolve complaints and workplace disputes, whenever appropriate.

For more information about the ADR program, visit http://www.secnav.navy.mil/adr/.

**CONCLUSION**

Join me in creating and celebrating a command climate of dignity and respect for all by creating a work environment that embraces diversity and is free from all forms of discrimination. Our employees deserve it, and our continued mission success depends on it. Any person who believes they have experienced any form of discrimination may seek redress by following the EEO discrimination complaint procedures or other redress options posted on official EEO bulletin boards or by contacting the Command Deputy EEO Officer, at 850-452-5443 or DSN 459-5443. For military issues, contact CCS, at 850-452-4646 or DSN 459-4646, or Command Managed Equal Opportunity (CMEO) Manager, at 850-452-4099 or DSN 459-4099.
I am counting on each of you to join me in supporting the principles of this policy.

K. J. COGAD
Rear Admiral, U.S. Navy