ELIMINATION OF HARASSMENT POLICY STATEMENT

I am fully committed to fostering a work environment free of all forms of harassment. Harassment adversely affects the work environment, undermining productivity and professionalism. Workplace harassment is defined as unwelcome verbal or physical conduct based directly or indirectly on race, color, religion, national origin, sex (to include pregnancy, sexual orientation, or gender identity, whether or not of a sexual nature), genetic information, age, disability, or reprisal, when:

- An employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for an employment decision affecting the employee; or

- The conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment, or otherwise create a hostile work environment.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Personal conversations that can be overheard by other employees who consider the conversation offensive creates a hostile environment. I urge you to consider that reality before you have the conversation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any of these three criteria are met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's job, pay or career;

- Submission to or rejection of such conduct is used as a basis for employment decisions; or

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The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual advances, physical or implied, are direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, or the inappropriate display of sexually explicit pictures, text, or printed materials.

A hostile work environment claim requires evidence of a pattern of offensive conduct, which can be subtle in nature, has unwelcomed overtones, and is intended to create or has the effect of creating discomfort, or that humiliates another. We will not wait for such a pattern to emerge, but will act before objectionable conduct becomes so pervasive and offensive as to constitute a hostile environment.

No person in the Naval Education and Training Command shall commit sexual or non-sexual harassment or take reprisal actions against an individual who reports harassment, and any that do will be held accountable for such behavior. Any employee who is a witness to offensive behaviors as described above is encouraged to intervene if possible or report such behaviors to the appropriate point of contact for Equal Employment Opportunity (EEO) or Equal Opportunity (EO). Managers (civilian and military) are charged with maintaining a professional and non-hostile work environment, and will be held accountable for both their behavior and that of their employees. All employees play an important role in maintaining an environment of EO by treating each other with respect and professionalism.

PROCEDURES

I encourage all employees to report any form of harassment through the proper reporting channels. We cannot address it if we are not aware of it. An individual who believes they have been harassed, or who observes another person being harassed, 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, he/she should immediately contact their supervisor. Civilian personnel may also contact the Command Deputy EEO Officer, or the Human Resources Office/EEO Program Official, and military personnel may contact the Command Climate Specialist (CCS) or the Command Managed Equal Opportunity (CMEO). 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.

Join me in creating and celebrating a command climate of dignity and respect for all by creating a work environment that is free from all forms of harassment. Our employees deserve it and our continued mission success depends on it. Any person who believes they have experienced any form of harassment may seek redress by following the EEO harassment complaint procedures or other redress options posted on official EEO bulletin boards, NETC-Intranet, or by contacting the Command Deputy EEO Officer, [redacted], at 850-452-5443 or DSN 459-5443. For military issues, contact [redacted], CCS, at 850-452-4646 or DSN 459-4546, or [redacted], 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.

[Signature]
K.J. COZAD
Rear Admiral, U.S. Navy

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