POLICY ON PREVENTION OF DISCRIMINATION AND SEXUAL HARASSMENT

As Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC), I am firmly committed to the Department of the Navy's policy to provide a work environment free from harassment. Sexual harassment in the work place is unlawful discrimination which undermines high morale, discipline and mission effectiveness, and it will not be tolerated or condoned by any employee of this activity. As stated by the Department of Defense:

a. "Sexual harassment is sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to or rejection of such conduct is made either implicitly a term or condition of a persons' job, pay, or career, or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

b. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment."

No individual shall commit sexual harassment, as defined above; take reprisal action against a person who provides information on an incident of alleged sexual harassment; knowingly make a false accusation of sexual harassment or while in a supervisory or command position, condone or ignore sexual harassment of which he or she has knowledge of has reason to have knowledge.

Individuals who experience sexual harassment should make it clear that such behavior is offensive and expeditiously report sexual harassment to the appropriate supervisor within the chain of command. Supervisors must deal with an instance of sexual harassment swiftly, fairly, and

effectively, ensuring that violators receive timely, appropriate disciplinary action.

A full range of administrative and disciplinary actions is available to address sexual harassers. Administrative actions may include informal counseling, comments in performance evaluations, and letters of caution. Disciplinary actions may include letters of reprimand, suspension, or removal from the federal service.

Complaints of sexual harassment may be filed through the Equal Employment Opportunity Office. They may also be reported to the Inspector General (IG). The IG Hotline numbers are (Navy) 1-800-522-4351 and (CNET) 452-4838 or DSN 922-4838. Individuals may also seek guidance and assistance by calling the Department of the Navy's counseling and advice line, 1-800-253-0931.

Department Heads are to communicate this policy and your support of it to all personnel. We will not tolerate sexual harassment. I am counting on your support and the cooperation of your personnel to ensure that everyone adheres to this policy.

P. M. RICKETTS