DEPARTMENT OF THE NAVY
MID-ATLANTIC REGIONAL MAINTENANCE CENTER
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NORFOLK VA 23511-2124

ANTI-HARASSMENT POLICY STATEMENT

1 October 2015

As Commanding Officer of Mid-Atlantic Regional Maintenance Center (MARMC), it is my responsibility to promote a productive work environment that is free of discrimination and sexual and non-sexual harassment. To that end, MARMC will not tolerate verbal or physical conduct that harasses, disrupts, or interferes with work performance, or that creates an environment that is intimidating, offensive, and/or hostile.

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act (ADEA) of 1967, and the Americans with Disabilities Act (ADA) of 1990. It is defined as unwelcome conduct based on race, color, sex, religion, national origin, disability, and/or age. Unlawful harassing conduct creates a work environment that is intimidating, hostile, or offensive to reasonable people. 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. Although a single utterance of an ethnic, sexual, or racial epithet that offends any employee may not be severe enough in some instances to constitute unlawful harassment, it is the policy of MARMC that such conduct is inappropriate, will not be tolerated, and must be stopped. Once notified of an allegation of offensive conduct, this command will not wait for a pattern to emerge, but will be proactive before the harassing conduct becomes as pervasive and offensive as to constitute a hostile work environment. MARMC will conduct or oversee prompt and impartial inquiries into allegations of harassing conduct.

Sexual harassment is also a form of harassment that is based on sex and is an equal employment opportunity violation under the law. Additionally, there are also protections against harassment based on sexual orientation, marital status, political affiliation, and parental status as provided under the Civil Service Reform Act of 1978 and Executive Orders 13807 and 13152. An employee harassed by his/her supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee is protected by the law. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct. Complainants, witnesses, and others who provide information concerning claims of harassment will be protected from retaliation. MARMC will not tolerate retaliation against any employee for making a good-faith report of harassing conduct or for assisting in any inquiry about such a report.

Each MARMC employee is responsible for promptly reporting any behavior he/she views as harassment before it becomes as severe or pervasive as to constitute a hostile environment. No employee shall be a bystander of harassing conduct. If you <u>hear something</u> or <u>see something</u> that creates a work environment that is intimidating, hostile, or offensive to reasonable people, do something. An employee may raise an allegation of harassment with his/her immediate supervisor. However, if for any reason the employee does not wish to directly raise the issue

with the chain of command, civilian employees should contact the Equal Employment Opportunity, Fleet Human Resources Office, Norfolk Naval Shipyard, EEO Department at 757-396-7888.

All supervisors and managers are responsible for maintaining a non-hostile work environment and ensuring that all employees within their cognizance are free from harassment. Management shall take prompt action if an employee makes abusive or derogatory remarks such as those noted above or engages in any unwelcome behavior that may constitute harassment.

An employee that believes he/she has been a victim of unlawful harassment based on race, color, sex, religion, national origin, disability, or retaliation must contact the Equal Employment Opportunity, Fleet Human Resources Office, Norfolk Naval Shipyard, EEO Department within 45 calendar days of the alleged discriminatory action or, in the case of a personnel action within 45 calendar days of the effective date of the action, before a formal complaint of discrimination can be filed. Any allegations of sexual harassment must be forwarded to the Equal Employment Opportunity, Fleet Human Resources Office, Norfolk Naval Shipyard, EEO Department for action. Once a determination that sexual harassment is an issue and the complainant is a covered employee, the command shall be advised of the allegations and the command will commence an investigation pursuant to 10 U.S.C. Section 1561.

If the employee believes that he/she has been the victim of unlawful harassment on the basis of age, the employee must either contact the Equal Employment Opportunity, Fleet Human Resources Office, Norfolk Naval Shipyard, EEO Department or give notice of intent to sue to the Equal Employment Opportunity Commission within 180 days of the alleged harassment. If an employee is alleging unlawful harassment based on sexual orientation, marital status, political affiliation, or parental status, the employee may file a written complaint with the U.S. Office of Special Counsel (OSC) or file an action with the Merit Systems Protection Board (MSPB). The Equal Employment Opportunity, Fleet Human Resources Office, Norfolk Naval Shipyard, EEO Department can provide contact information for the OSC and MSPB.

All information, including any investigations into allegations of harassing conduct, will be maintained on a confidential basis to the greatest extent possible. The maintenance of records and any disclosures of information from these records shall be in compliance with the Privacy Act, 5 U.S.C. 552a.

S. L. STANCY