



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
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WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO:

5000  
Ser 1072/001  
11 FEB 2008

From: Commander, Naval Sea Systems Command

Subj: NAVSEA EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND ANTI-HARASSMENT POLICY GUIDANCE

Ref: (a) EEOC Management Directive (MD-715)  
(b) DoD Directive 1440.1 - Equal Employment Opportunity Program  
(c) DON CHRM, Subchapter 1601 - Equal Employment Opportunity Program

1. Purpose. To establish policy and provide equal opportunity in employment for all employees and applicants through clearly defined procedures.

2. Background. We in NAVSEA are committed to equal opportunity and the diversity in our workforce. We are determined to ensure that every person is free to apply their skills to meet the needs of the Nation and the Navy without being hindered because of racial or ethnic background, color, religion, age, sex, disability or any other form of unlawful discrimination. I am affirming my commitment to ensure that NAVSEA maintains a work environment free of all forms of inappropriate behavior and unlawful discriminatory practices.

I am equally determined that NAVSEA be known as an organization which will not tolerate workplace harassment. NAVSEA is comprised of men and women challenged to engage in innovative thinking who must apply that thinking to the most difficult problems of the Navy. Workplace harassment, whether sexual harassment or any other form of harassment, deters from the creation of that innovative environment. I will not tolerate any behavior, physical or verbal, that unreasonably interferes with work performance and/or creates an intimidating, hostile or offensive work environment, whether or not the harassment is directed at someone because of their race, color, ethnicity, religion, age, sex or disability.

3. Discussion: I am well aware that issuing a policy statement alone will not achieve a work environment free of unlawful discrimination or workplace harassment. Therefore, I am charging NAVSEA HQ and PEOs, each field activity command, each supervisor and manager and each NAVSEA employee to take proactive steps to create in NAVSEA a model EEO workplace free

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of unlawful discrimination and workplace harassment. Do the right thing!

4. Actions: Any employee who believes he/she has been subjected to harassment should, if possible, address these concerns directly with the person demonstrating the harassing behavior. Employees may also report harassment or any other form of unlawful discrimination to their chain of command. If the employee does not feel comfortable reporting the harassment or discrimination through the chain, they can bring their concerns to the EEO office, the Human Resource office or the NAVSEA IG. There are many ways for management officials to properly respond to a claim of discrimination or harassment ranging from management inquiries, to administrative investigations, to EEO complaint investigations. The only response that is always incorrect is the failure of management officials to act. Any employee or applicant for employment must feel free to bring forward their concern without fear of reprisal or retaliation. Disciplinary action (up to and including removal) will be taken against those who engage in inappropriate behavior in the workplace. NAVSEA will respond just as swiftly and directly to any act of retaliation or reprisal or other actions aimed to hinder any employee's free exercise of these rights.



P. E. SULLIVAN

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