



DEPARTMENT OF THE NAVY
PEARL HARBOR NAVAL SHIPYARD &
INTERMEDIATE MAINTENANCE FACILITY
667 SAFEGUARD ST. SUITE 100
JBPBH HI 96860-5033

IN REPLY REFER TO:

3000
Ser 1143/211
11 Jun 2016

**EQUAL EMPLOYMENT OPPORTUNITY/EQUAL
OPPORTUNITY POLICY STATEMENT**

Equal Employment Opportunity for civilian personnel and Equal Opportunity for military members are command principles and leadership responsibilities. As the Shipyard Commander, I am personally committed to achieving a work environment that provides all personnel with equal opportunities and is free of unlawful discrimination and preferential treatment.

It is Command policy that all civilians shall be provided equal employment opportunity in hiring, work assignments, promoting, training, awards and other terms and conditions of employment, based solely on merit, ability, potential, performance, experience, and other job-related criteria, regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, participation in protected activity, genetic information, marital status, political affiliation, or status as a parent; and all military members shall be afforded equal opportunity on the bases of individual efforts, performance, conduct, diligence, potential, capabilities, and talents without discrimination based on race, religion, color, sex, or national origin. Disciplinary actions will be taken solely on the bases of employees' conduct and performance. All complaints of violations of this Policy shall be made without fear of retaliation. Unlawful preferential treatment and discrimination of any kind, and retaliation against those who make good-faith reports of, and assist in investigations into, alleged violations of this Policy, will not be tolerated.

Every manager and supervisor, military and civilian, is responsible for upholding this Policy. Those who violate this Policy shall be subject to appropriate corrective or disciplinary action, up to and including removal.

Individuals who believe they have been denied equal employment opportunity or equal opportunity have the responsibility to immediately notify their chain of command. They may also use the Equal Employment Opportunity and Equal Opportunity complaints processes.

Managers and supervisors shall ensure that all complaints are promptly reviewed and investigated and, to the extent possible, that all reviews and investigations be kept confidential, including witnesses' identities. Alternative Dispute Resolution, i.e., mediation, and the Informal Resolution System are available and can effectively resolve disputes at the earliest opportunities.

CONTACTS: Equal Employment Opportunity Office at 808-471-0241, Ms. Lacy Lynn, Deputy, Equal Employment Opportunity Officer at 808-471-0271, or Ms. Mie Matsuda, Complaints Program Manager at 808-471-1624; Military members may contact ETC John Stroup, Command Managed Equal Opportunity Manager at 808-473-0596.

J. K.
J. K. KALOWSKY
CAPTAIN, U.S. Navy

Required by Equal Employment Opportunity Management Directive 715 EEO MD-715, effective date: October 1, 2003.