DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
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IN REPLY REFER TO

NAVSEAINST 5300.2A
OPR 09M
13 May 93

NAVSEA INSTRUCTION 5300.2A

From: Commander, Naval Sea Systems Command

Subj: NAVAL SEA SYSTEMS COMMAND POLICY ON SEXUAL HARASSMENT

Ref: (a) SECNAVINST 5300.26B of 6 Jan 93

Encl: (1) NAVSEA Policy Statement on Prevention of Sexual Harassment

1. Purpose. To reissue the Naval Sea Systems Command's (NAVSEA) policy and to define the responsibilities of NAVSEA personnel regarding sexual harassment.

2. Cancellation. NAVSEAINST 5300.2 of 24 June 1992.

3. Applicability. This instruction applies to NAVSEA Headquarters and its shore activities.

4. Discussion. Sexual harassment, as defined in reference (a) and enclosure (1), will not be condoned or tolerated. Sexual harassment is unprofessional and adversely affects morale, productivity, and ultimately the mission effectiveness of the (R
command involved. Violation of the prohibition against sexual harassment will result in administrative or disciplinary action.

5. Designation. All NAVSEA activities will implement procedures consistent with this instruction.

a. The Workforce Diversity Office, Human Resources Office Crystal City (HRO CC-05) is the NAVSEA Headquarters point of (R
contact where supervisors, managers, and civilian employees can receive assistance and information regarding sexual harassment matters.

b. The Military Equal Opportunity Program Manager (SEA 09M) is the Headquarters point of contact for military personnel and can provide assistance regarding sexual harassment matters.

6. Procedures

a. Individuals who believe they have been sexually harassed (R
by supervisors, co-workers or peers are encouraged to address their concerns or objections regarding the incident directly with

the person demonstrating the harassing behavior. Persons who are subjected to or observe objectionable behavior should promptly notify the chain of command if:

(1) the objectionable behavior does not stop; or

(2) the situation is not resolved; or

(3) addressing the objectionable behavior directly with the person concerned is not reasonable under the circumstances; or

(4) the behavior is clearly criminal in nature.

R) b. If the person demonstrating the objectionable behavior is a direct superior in the chain of command, or the chain of command condones the conduct or ignores a report, individuals who have been subjected to or who observe objectionable behavior are encouraged to promptly communicate the incident through other available means. The following procedures may be used:

(1) Military members may use the Navy Grievance Procedures, the Uniform Code of Military Justice, or request mast.

(2) Civilian employees may use the Equal Employment Opportunity procedures or appropriate negotiated grievance procedures.

(3) Additionally, any sexual harassment complaint (military or civilian) may be reported to the NAVSEA Inspector General (SEA 00N).

c. The appropriate official will inquire into the matter and take actions necessary to ensure a work environment free from sexual harassment.

7. Action. All military and civilian personnel are required to support NAVSEA's policy on sexual harassment (enclosure (1)). Inquiries will be made into all complaints of sexual harassment. Appropriate administrative or disciplinary action, which may include removal, will be taken against any NAVSEA personnel, military or civilian, determined to have committed the offense.

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NAVAL SEA SYSTEMS COMMAND
POLICY STATEMENT ON PREVENTION OF SEXUAL HARASSMENT

1. All military and civilian personnel in the Naval Sea Systems Command have a responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct to assure proper performance of business and maintenance of public trust. Sexual harassment violates those standards, especially regarding principles of equal opportunity.

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

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person; or

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

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. (A

3. Sexual harassment is unacceptable conduct; it undermines the integrity of the employment relationship, debilitates morale, and interferes with the productivity of an organization. Sexual harassment will not be tolerated at any level within NAVSEA. Substantiated complaints of sexual harassment shall result in corrective administrative or disciplinary action.

4. All NAVSEA personnel, military and civilian, shall be made aware of the prohibitions against sexual harassment, and shall receive initial orientation and periodic training on the

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prevention of sexual harassment. This training will be designed to ensure a thorough understanding of the definition of sexual harassment, responsibilities of management and the employee when sexual harassment occurs, and avenues of redress.

5. Prevention of sexual harassment is the responsibility of all personnel. Managers and supervisors, however, are in an especially important position to prevent sexual harassment. They must take an active role in educating their employees on the seriousness of such behavior.

6. The chain of command will be fully used and instances of sexual harassment will be resolved at the lowest possible level within the organization. It is the responsibility of every supervisor--military and civilian--to ensure that any instance of sexual harassment is dealt with swiftly, fairly, and effectively.