



**Panama City Division
ALTERNATIVE DISPUTE RESOLUTION
POLICY STATEMENT**

As the Commanding Officer, I am committed to the use of Alternative Dispute Resolution (ADR) at the Naval Surface Warfare Center, Panama City Division (NSWC PCD). ADR is beneficial to managers and employees alike through its capacity to resolve workplace issues at the lowest level. Typically mediation is the most used process in ADR to facilitate neutral discussions. ADR also provides the ability to improve morale by allowing open dialogue between parties in a non-threatening environment, to seek understanding, to offer additional perspectives, work potentially towards resolution, avoids litigation costs and associated lost work time. Sincere efforts will be taken by managers, supervisors, and employees to utilize ADR to the maximum extent practicable.

Employees who believe they have been discriminated against because of their **race, color, religion, sex (pregnancy, gender expression, gender identity, or sexual orientation), national origin, age, mental or physical disability, reprisal or genetic information** may address their concerns through the Equal Employment Opportunity (EEO) ADR process.

Employees who have workplace issues or conflicts that are not related to EEO matters can also utilize ADR as a Workplace Dispute ADR.

To request ADR contact the ED&I Office at (850) 234-4577 or usn.panamacity.navsurfwarcentpncfl.mbx.ed-and-I@us.navy.mil. Receipt of ADR requests whether EEO or Non-EEO need to be forwarded to the ED&I Office for applicable coordination. There are some circumstances in which ADR is impracticable; however, every issue in controversy is a potential candidate for ADR and only the Commanding Officer can decline the use of ADR.

All managers shall support this policy in a manner that reflects positively on NSWC PCD and the Department of the Navy. The Command's ADR program's point of contact is the ED&I Office and in accordance with the SECNAVINST 5800.13C.

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