



EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

CAPTAIN MARK BRIDENSTINE
SHIPYARD COMMANDER
EQUAL EMPLOYMENT OPPORTUNITY OFFICER

EEO PROGRAM POLICY AND PROCEDURES

It is the policy of the Norfolk Naval Shipyard to guarantee equal employment opportunity on the basis of merit and fitness, to all employees and applicants for employment, and to prohibit discrimination on the basis of sex (with or without sexual conduct), race, color, religion, national origin, age, genetics, or disability. This policy applies to all employment matters including hiring, promotion, placement, training, career development, and other terms or conditions of employment. All complainants, representatives, and witnesses in complaints will be free from restraint, coercion, and/or reprisal during all stages of the complaint process. Special emphasis is placed on resolving employment concerns or complaints at the lowest possible level. Additionally, harassment (sexual or non-sexual) is prohibited and will not be tolerated.

YOU MAY CONTACT THE EEO OFFICE AND SPEAK TO AN EEO COUNSELOR DURING WORKING HOURS TO:

- Discuss and have questions answered concerning equal employment opportunity matters.
- Receive counseling on your rights and responsibilities in the EEO complaint process.

TIME LIMITATIONS FOR INITIATING A COMPLAINT WITH AN EEO COUNSELOR AND FILING A FORMAL COMPLAINT WITH THE ACTIVITY:

- Contact with the EEO counselor must be made within 45 calendar days of the date the alleged discriminatory incident or personnel action occurred or became effective, or within 45 calendar days of the date the employee or applicant knew or reasonably should have known of the alleged discriminatory event or personnel action.
- A written formal complaint must be filed with the EEO Office within 15 calendar days from the date of the receipt of the notice of final interview with an EEO counselor.

Interested persons may also participate in EEO Special Emphasis Program activities by contacting the Executive Support Office at 6-9977.

The EEO Office is located in Building 65, First Floor. The staff can be reached at 6-5114.