



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
471 EAST C STREET
NORFOLK VA 23511-2419

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13 Feb 18

MEMORANDUM

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY
ANTI-HARASSMENT

Ref: (a) 10 U.S.C. § 1561(a)
(b) SECNAVINST 5300.26D
(c) SECNAVINST 5350.16A
(d) 5 C.F.R. §1614.105(a) (1) (d)

1. As Commander, Military Sealift Command (MSC), and Equal Employment Opportunity Officer (EEO), I am committed to providing a harassment-free working environment. MSC staff are expected to conduct themselves in a professional, courteous, and respectful manner with all levels of personnel and customers. Harassment in the workplace will not be tolerated. Allegations of harassment will be immediately investigated, and where allegations are substantiated, appropriate action, to include disciplinary action, will be taken.
2. Generally, harassment is defined as verbal and physical unwelcome conduct that that denigrates or shows hostility to an individual because of his or her sex, race, color, religion, national origin, sexual orientation, gender identity, age, disability (physical or mental), genetic information, or because of reprisal for engaging in an EEO protected activity. The unwelcome conduct may include, but is not limited to, derogatory statements, slurs, name-calling, ridicule or mockery, as well as offensive jokes, posters, drawings, e-mails, faxes, and text messages.
3. Per reference (a), sexual harassment in particular is further 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.
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
 - c. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
4. Employees who are witness to or are subjected to, harassment (sexual or non-sexual) should make it clear to the harasser, whenever possible, that such behavior is unwelcomed and needs to stop. Incidents of alleged harassment should be reported promptly to the appropriate supervisory

Enclosure (3)

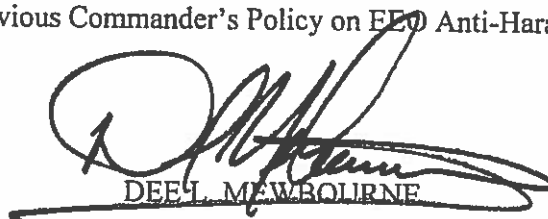
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chain of command. An employee subjected to harassment may contact an EEO counselor at (757) 341-3310 within 45 calendar days of the occurrence. See reference (d).

5. Supervisors and managers have a responsibility to conduct a prompt, thorough, and impartial inquiry into all incidents of alleged harassment. Inquiries into alleged sexual harassment will be conducted per reference (a).

6. This memorandum is effective immediately and will be widely disseminated and prominently posted for viewing on the MSC website <http://www.msc.navy.mil> and on official bulletin boards throughout the workplace.

7. This memorandum supersedes previous Commander's Policy on EEO Anti-Harassment dated 23 November 2016.



DEEL MAWBORNE