



2 August 2016

MEMORANDUM FOR ALL HANDS DISTRIBUTION

From: Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1)

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND HARASSMENT PREVENTION POLICY STATEMENT

1. I am committed to ensuring that Manpower, Personnel, Training, and Education (MPT&E) excels in everything we do, to include enforcing Equal Employment Opportunity (EEO) rights and protections for civilians, and applicants seeking employment. All are protected from discrimination based on race, color, religion, national origin, sex (gender identity, sexual orientation, and pregnancy), age (40+), disability (mental or physical), genetic information, and reprisal (protected participation). We must sustain a diverse workforce free of unlawful discrimination, harassment, and fear of reprisal and encourage every employee to reach their fullest potential as they support the MPT&E mission.
2. Federal laws prohibit sexual harassment, as well as harassment based on any of the aforementioned protected categories. Harassment is defined as any unwelcome verbal, nonverbal or physical contact that is objectively offensive and interferes with one's work performance and/or creates an intimidating, hostile, or offensive work environment. Harassment is unacceptable conduct and will not be tolerated in any form.
3. Individuals who believe that they have been harassed should address the issue directly with the person demonstrating the harassing behavior, or report the incident to their chain of command. If the behavior continues or if the employee is not comfortable reporting the harassment to their leadership, additional reporting options include: Human Resources, EEO, or Inspector General's (IG) Office. All reported claims of harassment will be investigated promptly, and where allegations are substantiated, appropriate corrective actions will ensue.
4. All managers and supervisors are responsible for dissemination and implementation of this policy and are evaluated annually on their demonstrated commitment and support of MPT&E's EEO Programs.
5. For EEO assistance contact, Mr. Randee Artis, EEO Specialist, at 703-604-6982/0700 or email randee.artis@navy.mil.


R. P. BURKE
Vice Admiral, U.S. Navy