



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND 20670-1161

12713
734000/019
12 Dec 02

MEMORANDUM FOR ALL HANDS

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: PREVENTION OF SEXUAL HARASSMENT POLICY STATEMENT

1. Sexual harassment is an illegal, disruptive, and degrading form of behavior that only serves to undermine the integrity and the productivity of employees in the workplace. This type of behavior will not be tolerated at the Naval Air Warfare Center Aircraft Division. As the Commander, Naval Air Warfare Center Aircraft Division, I am personally committed to provide each of you a work environment that is free from sexual harassment and other sexually inappropriate behavior. All civilian and military members of Naval Air Warfare Center Aircraft Division are entitled to be treated fairly with dignity and respect

2. Sexual harassment is a form of 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 that person, or;

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

3. 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.

4. Sexually inappropriate behavior is behavior that may not meet the categories listed above for sexual harassment. This behavior may consist of jokes or remarks of a sexual nature. Although sexually inappropriate behavior might not meet the legal definition of sexual harassment, it is inappropriate behavior in the work environment and will not be tolerated at the Naval Air Warfare Center Aircraft Division.

Subj: PREVENTION OF SEXUAL HARASSMENT POLICY STATEMENT

5. As Commander, Naval Air Warfare Center Aircraft Division, I would recommend to any individual who believes that he/she has been sexually harassed, or offended by inappropriate behavior, to clearly communicate to the offender that such behavior is offensive, unwelcome and is not to be repeated. The individual should then report the incident to the appropriate supervisory level. If the objectionable behavior continues, the individual should pursue the allegation via the internal chain of command. If the individual encounters any problem pursuing the allegation through his/her internal chain of command, there are a number of other options to consider for reporting the incident. These options include:

a. For advice and/or to pursue an allegation of sexual harassment via the discrimination complaint process, contact your local servicing Equal Employment Opportunity (EEO) office. Contact must be made within 45 days of the alleged incident in order to be considered timely for a discrimination complaint. Military members may use their chain of command or the Command Managed Equal Opportunity Officer.

b. The Department of the Navy has established a toll free sexual harassment advice and counseling telephone line. This is strictly an advice line and not an investigative or reporting mechanism, nor is it meant to take the place of the chain of command or the discrimination complaint process. The number is 1-800-253-0931 or DSN 882-2507.

c. To report incidents of sexual harassment for outside investigation, contact the Navy Inspector General's Office at 1-800-522-3451.

6. ***Once a supervisor is informed of an incident of alleged sexual harassment, the supervisor should immediately inform and consult with the EEO office.*** Military personnel should consult with their Command Managed Equal Opportunity Officer. All supervisors will report any incidents of alleged sexual harassment to the EEO office ***whether or not they are resolved informally.*** For further procedural/policy guidance contact your local servicing EEO office.



T. L. HEELY
Rear Admiral, United States Navy