



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
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REFERTO:

MAR 23 2000

SEXUAL HARASSMENT POLICY STATEMENT

All employees of the Military Sealift Command are responsible for maintaining the highest standards of integrity and person conduct. Sexual harassment in the workplace lowers morale and interferes with the productivity and effectiveness of the organization.

This prohibition applies to all managers, supervisors and co-workers, both military and civilian.

Sexual Harassment Definition - Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: 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 submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person; or such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment.

This definition applies to any person in a supervisory or managerial position or any military member or civilian employee who makes unwelcome verbal comments or gestures, or engages in sexually-oriented teasing or spreading of rumors. This includes telling sexually-oriented jokes or innuendoes. Any physical contact of a sexual nature is also engaging in sexual harassment. This policy prohibits harassment based on sexual orientation. The gender of the members/employees involved shall not be a factor when determining if sexual harassment has occurred.

I am committed to eliminating all forms of sexual harassment. I expect every manager and supervisor to be knowledgeable of regulations prohibiting sexual harassment and to and take seriously this policy and inform their employees of the contents of this policy. Finally, any MSC employee who engages in sexual harassment while conducting business with personnel of the Department of the Navy, with other Federal agencies, with persons employed in the private sector or members of the public, is violating the standards of conduct and will be subject to administrative/disciplinary action.

I assure you that MSC will resolve instances of sexual harassment at the lowest possible level before a complaint is filed. I call to your attention that Prevention of Sexual Harassment (POSH) is the responsibility of all personnel.

A handwritten signature in black ink, appearing to read "G. S. Holder".

G. S. HOLDER
Vice Admiral, U.S. Navy