



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
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29 Oct 15

MEMORANDUM FOR DISTRIBUTION

Subj: EEO ANTI-HARASSMENT POLICY

Ref: (a) 10 U.S.C. S1561  
(b) SECNAVINST 5300.26D  
(c) SECNAVINST 5350.16A  
(d) 5 C.F.R. 1614.105(a)(1)

1. As Commander, Military Sealift Command (MSC), and Equal Employment Opportunity Officer (EEO), I am committed to ensuring that all personnel have a harassment-free working environment. Military Sealift Command supervisors, managers, and employees (military and civilians) 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. Employees found to be in violation of this policy will be subject to disciplinary action.

2. Generally, harassment is defined as verbal and physical unwelcome conduct that denigrates or shows hostility to an individual because of his or her sex, race, color, religion, national origin, age (over age 40), disability (physical or mental), genetic information, or because of reprisal (for engaging in an Equal Employment Opportunity protected activity). The offensive conduct may include, but is not limited to, derogatory statements, slurs, name-calling, ridicule or mockery, as well as offensive jokes, posters, drawings, emails, and faxes.

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, or

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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 performance or creates an intimidating, hostile, or offensive environment.

4. Employees who witness or are subjected to harassment (sexual or non-sexual) should make it clear to the harasser that such behavior is unwelcomed and needs to stop. Incidents of alleged harassment should be reported promptly to the appropriate supervisory 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 in accordance with reference (a).

6. This memorandum is effective immediately and shall 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. Supersedes previous EEO Anti-Harassment policy dated, 20 June 2014.



T. K. SHANNON