



DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGION HAWAII
850 TICONDEROGA ST STE 110
JBPHH, HAWAII 96860-5101

12700
N00
17 Jun 23

From: Commander, Navy Region Hawaii
To: All Hands

Subj: NAVY REGION HAWAII ANTI-HARASSMENT POLICY

1. As Commander, Navy Region Hawaii it is my commitment to maintain a working environment for all personnel that is free from all forms of harassment.
2. Navy Region Hawaii's (NRH) greatest asset is our people - an optimally integrated team who works together to accomplish our missions. Each individual is entitled to be treated fairly, with dignity and respect, and must be allowed to work in an environment free of harassment. This Command will not tolerate those who harass others. Each team member brings a certain level of expertise and experience that is instrumental to our mission and this wealth of knowledge should not be hindered or diminished due to inappropriate and unacceptable behavior. Additionally, each member is expected to abide by the Navy core values of honor, courage, and commitment.
3. Harassment includes, but is not limited to, any unwelcome verbal or physical conduct that has the effect of interfering with a person's work performance or creates an intimidating, offensive or hostile environment. Harassing behavior can include, but is not limited to, epithets; slurs; jokes; name calling; obscene gestures or sounds; obscene, vulgar, or abusive language; threatening, intimidating, or hostile acts; physical assault; and written or graphic material on Department of the Navy premises, or circulated in the workplace, including electronically.
4. Civilian employees who believe they have been subjected to harassment should report the occurrence to their supervisor. Employees who believe they are being harassed by their immediate supervisor or other management officials should notify the next senior person in the chain of command who is not involved, or any member of management with whom they feel comfortable discussing the behavior.
5. Military personnel will report all incidents of harassment through their chain of command bringing them to the attention of their local Command Managed Equal Opportunity (CMEO) Program Manager or Command Climate Specialist (CCS).
6. Civilian supervisors and management officials have the responsibility to act promptly and appropriately to prevent harassment and other forms of prohibited conduct in the workplace, and to correct prohibited behavior immediately. They will report all incidents of harassment through their chain of command to the Executive Director within 24 hours of the reported incident.

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7. Reports of harassment will be thoroughly investigated and appropriate action taken in substantiated cases. Instances of harassment should be resolved at the lowest appropriate level. Retaliation against any person who brings an issue forward will not be tolerated.
8. The NRH Equal Employment Opportunity (EEO) office can provide advice and guidance on harassment based on an individual's protected EEO status: race, color, national origin, sex (to include sexual orientation and gender identity), religion, age, disability status, and genetic information.
9. The NRH Human Resources Labor and Employee Relations office can provide advice and guidance on harassment not based on an individual's protected EEO status.

A handwritten signature in black ink, appearing to read "S.D. Barnett", with a stylized flourish at the end.

S. D. BARNETT