



THE SECRETARY OF THE NAVY
WASHINGTON DC 20350-1000

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**DEPARTMENT OF THE NAVY
WORKPLACE ANTI-HARASSMENT POLICY STATEMENT**

It is the policy of the Department of the Navy (DON) to ensure a work environment for all employees that is free from discrimination and harassment (both sexual and non-sexual), and to take proactive steps to prevent any form of harassment in the workplace. Harassment based upon race, color, religion, sex, national origin, age, disability, genetic information, reprisal for protected activity, or any other impermissible basis is prohibited and will not be tolerated. The DON remains committed to providing and maintaining a workplace environment of mutual trust, dignity, and respect.

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 DON premises, or circulated in the workplace, including electronically.

Any Sailor, Marine, or civilian employee who encounters workplace harassment should report the incident through appropriate channels. Every leader must ensure that every reported incident is investigated immediately and thoroughly with corrective action taken as appropriate. The DON will not tolerate adverse treatment of employees, because they report harassing conduct or provide information related to such complaints.

This policy is separate and apart from any administrative, negotiated grievance, or statutory complaint process that covers allegations of harassment, such as the Equal Employment Opportunity complaint process. All employees are expected to support the DON's continuous commitment to a positive workplace environment, and ensure that inappropriate conduct does not occur.


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