



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
JOINT RESERVE BASE
400 RUSSELL AVE
NEW ORLEANS LA 70143-5012

IN REPLY REFER TO:
5354
Code N1
15 Nov 13

From: Commanding Officer, Naval Air Station, Joint Reserve Base,
New Orleans
To: All Naval Air Station, Joint Reserve Base, New Orleans
Personnel

Subj: SEXUAL HARASSMENT POLICY STATEMENT

1. Naval Air Station (NAS), Joint Reserve Base (JRB), New Orleans has a "Zero Tolerance" policy for sexual harassment in the workplace. All employees have the right to work in an environment that fosters healthy professional relationships and is therefore free of sexual discrimination and harassment. NAS JRB New Orleans' employees who engage in sexual harassment may be subjected to disciplinary action.

2. Sexual harassment is a form of discrimination that is illegal and includes behaviors such as:

- requests for sexual favors or unwelcomed sexual advances;
- conduct where submission to or rejection of sexual activity is made either explicitly, or
- implicitly a term of someone's pay or work or as a basis for career or employment decisions;
- any sex-related verbal or physical conduct that interferes with an individual's performance, or
- any sex-related verbal or physical conduct that creates an intimidating, hostile or offensive environment.

Any civilian or military person who makes deliberate or repeated unwelcomed verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment. Any person in a supervisory position who uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay or job of a civilian employee or military member is also engaging in sexual harassment.

3. Supervisors will be held directly accountable for creating a work environment free from inappropriate sexual behavior by ensuring that:

- reported incidents are investigated promptly and in a sensitive manner;
- reported incidents are resolved at the lowest appropriate level;
- incidents can be reported without fear of reprisal or intimidation;
- confidentiality is maintained to the maximum extent possible, and
- every civilian employee and military member participates in annual Prevention of Sexual Harassment training.

4. If you believe that you have been sexually harassed or are offended by inappropriate behavior, you should immediately address your concerns with the perpetrator, promptly notify your supervisor or contact the Equal Employment Opportunity Office at 904-542-2802.

S. R. GOOTEE