



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: WORKPLACE HARASSMENT POLICY STATEMENT

1. Naval Air Station (NAS), Joint Reserve Base (JRB), New Orleans has a "Zero Tolerance" policy for discriminatory harassment in the workplace. All employees have the right to work in an environment that fosters healthy professional relationships and is therefore free of unlawful harassment. NAS JRB New Orleans' employees who engage in any form of discriminatory harassment may be subject to disciplinary action. This policy covers harassment by anyone at NAS JRB New Orleans to include supervisors, coworkers and non-employees.

2. Discriminatory harassment is unwelcome verbal or physical conduct based on race, color, sex, age, national origin, religion, disability, genetic information or reprisal that results in a tangible employment action or creates a hostile work environment. This includes behaviors such as:

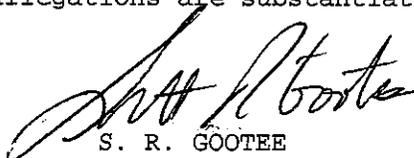
- demeaning, vulgar, or abusive comments, slurs, gestures, sounds, email Messages, or paper notes;
- inappropriate jokes or name-calling;
- unwelcomed physical contact or stalking;
- any conduct that interferes with an individual's performance, or
- any conduct that creates an intimidating, hostile, or offensive environment.

3. Supervisors will be held directly accountable for creating a work environment free from harassing 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, and
- confidentiality is maintained to the maximum extent possible.

In substantiated instances where supervisors have not properly carried out the responsibilities of this policy, appropriate corrective action will be taken.

4. If you believe that you have been 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 within 45 calendar days of the discriminatory event. Personnel who observe or are made aware of harassment have an obligation to report incidences. Allegations of harassment will be investigated promptly and where allegations are substantiated, appropriate action will be taken.

  
S. R. GOOTEE