



**COMMANDER SUBMARINE FORCE, U. S. PACIFIC FLEET  
PREVENTION OF SEXUAL HARASSMENT AND  
ANTI-HARASSMENT POLICY STATEMENT**



It is my policy that all members of this organization will conduct themselves in a manner that is professional at all times. We will actively seek ways to foster a positive, supportive, and harassment-free environment for all personnel, military and civilian. Individuals who feel they are subjected to sexual harassment or any form of harassment should feel comfortable reporting the situation immediately without fear of retaliation or reprisal.

Per **SECNAVINST 5300.26D**, Sexual harassment is 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:

- (1) 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
- (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- (3) Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Harassment on any other protected basis is also strictly prohibited. Such harassment can be defined as conduct that shows hostility or aversion toward an individual because of his or her protected characteristic and that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Responsibilities of all Sailors and Civilians.**

All leaders, managers, and supervisors within the Pacific Fleet Submarine Force shall enforce this policy through credible leadership and shall not condone or ignore harassment of which they have knowledge or have reason to have knowledge. Reported incidents of harassment will be thoroughly investigated and dealt with swiftly, fairly, and effectively. If the alleged harassment is substantiated, immediate and appropriate action will be taken to remedy the situation. Individuals responding to the incident will maintain confidentiality to the greatest extent possible. Any Sailor or Civilian who is found to have committed sexual harassment or any other discriminatory harassment will be subjected to discipline.

**Responsibilities of those who believe they have been harassed.**

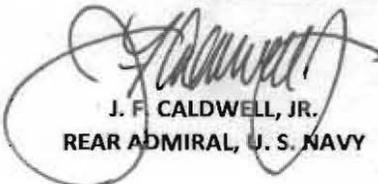
Members who believe they are being harassed are encouraged to confront the harasser, stating that such behavior is offensive and unwelcome. Individuals who are subject to or observe harassing behavior should immediately report the incident(s) to the appropriate supervisory level if: (1) the behavior does not stop after the harasser has been told the behavior is offensive and unwelcome; (2) the employee is uncomfortable in addressing the harasser; or (3) the behavior is severe or possibly criminal in nature.

**Responsibilities.**

All Commanders, Commanding Officers and Officers-in-Charge are charged with ensuring the reporting requirements are met and personnel are educated and trained upon accession (within 90 days to the extent possible) and annually thereafter, in the areas of identification, prevention, resolution and elimination of sexual harassment as outlined in **SECNAVINST 5300.26D** and **OPNAVINST 5354.1F**.

**Avenues of redress.**

Sailors may use the Informal Resolution System (IRS), request Captain's Mast or file a formal complaint by contacting your respective Command Managed Equal Opportunity (CMEO) Officer. Civilian employees may file a discrimination complaint pursuant to 29 Code of Federal Regulations Part 1614 or 10 United States Code Section 1561, use the negotiated grievance procedure, if applicable, or the administrative grievance procedure by contacting the regional servicing Equal Employment Opportunity Department or Labor and Employee Relations Division. The Navy's Sexual Harassment Advice Line is also available at (1-800-253-0931). All personnel assigned to this organization hold a shared responsibility to ensure that sexual harassment is eradicated and that accountability is appropriately assessed.

  
J. F. CALDWELL, JR.  
REAR ADMIRAL, U. S. NAVY