

23 Jul 2021

From: Director, Fleet and Family Readiness
To: Nonappropriated Fund Fleet and Family Readiness Employees
Subj: FLEET AND FAMILY READINESS NONAPPROPRIATED FUND EQUAL EMPLOYMENT
OPPORTUNITY AND ANTI HARASSMENT POLICY

1. Commander, Navy Installations Command (CNIC) Fleet and Family Readiness' (FFR) mission is to maximize the physical, emotional and social development of the Navy. The mission cannot be accomplished without a healthy workforce. I am dedicated to ensuring an equal employment opportunity (EEO) and discrimination free workplace for employees and applicants. All employees, managers, and supervisors will be held accountable for their behaviors and any discriminatory practices. Conduct and employment actions based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability, genetic information, or reprisal (for EEO activity) run counter to CNIC FFR policy and values.
2. There is zero tolerance for discrimination, retaliation, or harassment of any type –sexual or non-sexual – in the CNIC FFR organization. Unlawful harassment includes inappropriate and unwelcome conduct that becomes a term or condition of continued employment, or the behavior is severe or pervasive enough to create a work environment that a reasonable person would consider hostile, intimidating, or abusive. Examples of prohibited conduct include, but are not limited to, offensive jokes, intimidation, name-calling, slurs, offensive objects or pictures, interference with work performance, or physical assaults or threats. Anyone found participating in harassing behaviors, or harassment against individuals in retaliation for participating in EEO activity or opposing discriminatory practices, will be held accountable and is subject to disciplinary action.
3. Discriminatory harassment based on one of the EEO protected categories should be reported to any supervisor in your chain of command, the Nonappropriated Fund (NAF) Human Resources Office, or the CNIC NAF EEO Office. To file an EEO complaint, contact with the EEO office must be made within 45 calendar days of the alleged discriminatory incident (or when made aware of the incident). NAF employees should contact the CNIC NAF EEO Service Center at 866-295-0320 or e-mail: MILL_CNIC_NAF_EEO@navy.mil. Harassment based on reasons other than the protected EEO categories should be reported to your chain of command or local NAF Human Resources Office.
4. Supervisors have the responsibility to prevent and eliminate harassment, discrimination, and retaliation from occurring in their workplaces, and must ensure that all employees are aware of this EEO policy statement. Supervisors should immediately conduct a thorough and impartial investigation of all allegations of harassment. Individuals who report harassment will be protected from retaliation from co-workers and supervisors, and confidentiality will be held to the greatest extent possible. Immediate and appropriate corrective action will be taken to end any harassing behaviors.
5. It is the responsibility of all staff to promote equal opportunity, diversity, and inclusion in all aspects of employment. Our commitment to the NAF EEO principles – Respect, Readiness, and Resolution – enhance CNIC FFR's ability to carry out the mission and continue being a premier organization.
6. This memorandum supersedes the EEO policy memorandum for NAF employees dated 14 July 2020. My point of contact is Dr. J Pamela Ray, who may be reached at (901) 581-2383 or e-mail: j.pamela.ray@navy.mil.



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