

15 Aug 22

From: Director, Fleet and Family Readiness

To: Non-appropriated Fund Fleet and Family Readiness Employees

Subj: FLEET AND FAMILY READINESS NONAPPROPRIATED FUND EQUAL
EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT POLICY
STATEMENT

1. The Commander, Navy Installations Command (CNIC) Fleet and Family Readiness (FFR) organization believes its workforce is its most valuable asset and recognizes the importance of equal employment opportunity. It is our commitment to provide a workplace which promotes diversity, equity, inclusion, and access for all employees and applicants in an environment where they feel they can speak up without fear of retaliation. We will follow our established policies and procedures and use merit principles in making any employment decisions, to include hiring, compensation, benefits, training, and discipline.
2. I support VADM Lindsey's commitment to fair treatment for every CNIC FFR employee. This commitment extends to the entire workforce, regardless of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age (over 40), disability, genetic information, or prior Equal Employment Opportunity (EEO) activity.
3. Within the FFR, managers and supervisors are expected to be proactive in the prevention of discrimination by maintaining EEO programs and acting promptly to remedy any problems which do occur. Managers are responsible for ensuring their employees remain knowledgeable of their rights concerning equal employment opportunity. Alternatively, all employees are expected to maintain an environment which is free of discrimination and upholds the nonappropriated Funds (NAF) EEO values – readiness, respect, and resolution.
4. Workplace harassment is a violation of the Secretary of the Navy EEO policy. Discrimination or harassment of any type, sexual or non-sexual, will not be tolerated. Unlawful harassment includes inappropriate and unwelcome conduct which becomes a term or condition of continued employment or behavior which creates an 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 and photos, physical assaults, and threats. Managers have the responsibility to immediately look into all allegations of harassment and promptly and appropriately remedy the situation. Individuals who report harassment or discrimination will be protected from retaliation and confidentiality will be held to the maximum extent possible.
5. All CNIC FFR employees are encouraged to exercise their rights under civil rights statutes. Harassment based on reasons other than the protected EEO categories should be reported to the first-line supervisor, any member of the chain of command or local servicing Human Resources Office. Incidents of discrimination, harassment, or retaliation should be reported to the servicing EEO office within 45 calendar days of the incident. [NAF employees should contact the CNIC

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NAF EEO Service Center at 866-295-0320 or e-mail: MILL_CNIC_NAF_EEO@navy.mil. APF employees should contact their regional EEO office.]

6. This memorandum supersedes the EEO policy memorandum for NAF employees dated 23 July 2021. My point of contact is Dr. J Pamela Ray, who may be reached at (901) 581-2383 or e-mail: jpamela.ray.naf@us.navy.mil.

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Distribution:
FF4A

**Acknowledgment of Receipt of
Commander, Navy Installations Command N9
Equal Employment Opportunity Policy**

I acknowledge that I have received a copy of the Commander, Navy Installations Command (CNIC) N9's policy on equal employment opportunity (EEO) and anti-harassment. I understand that the command is firmly committed to the principles of EEO and anti-harassment, and as a CNIC employee, I have a responsibility to read, understand, and comply with this policy in full.

I also understand that if I elect to contact the EEO Office (1-866-295-0320 or MILL_CNIC_NAF_EEO@NAVY.MIL) because I believe I have been discriminated against based on race, color, national origin, religion, disability, sex, age, genetic information or reprisal, I must do so within 45 calendar days of the alleged discrimination.

If I have questions about any part of the policy, I understand that I should contact my immediate supervisor, the Human Resources Office, or the EEO Office contact in the policy letter.

Employee's Printed Name

Employee's Signature

Work Unit

Date