



March 18, 2015

COMMANDER, NAVY INSTALLATIONS COMMAND

Equal Employment Opportunity Policy Statement

As Commander, Navy Installations Command (CNIC), I am fully committed to Equal Employment Opportunity (EEO) for all employees and applicants for employment regardless of an individual's race, color, national origin, disability, age (40 and above), religion, sex (including sexual orientation), genetic information, and/or reprisal for participation in a prior EEO related activity.

I will not tolerate any discriminatory practices in the workplace, and as such, leaders shall hold anyone committing discriminatory actions accountable.

It is clear that our diverse and multi-cultural workforce strengthens CNIC. We must aggressively promote EEO in the workplace by creating an environment that fully utilizes the talents and strengths of all employees. To that end, I charge leaders with ensuring they provide all employees with the opportunities, tools, training, and support systems they need to develop and contribute to their fullest potential. Additionally, leaders must ensure that workplace employment decisions, actions, and recommendations are based on equal employment principles. Simply put, proactive management practices can benefit the command climate, enhance mission readiness, and positively affect services to the Fleet, Fighter, and Families served by CNIC.

I believe we do a great job demonstrating our strong commitment to recruiting, developing, retaining, and leveraging a diverse workforce to meet mission challenges. I also believe by institutionalizing EEO and workforce diversity principles into our everyday business operations that CNIC is in a better position to meet its goals and to compete for the best and brightest talent for our workforce.

I am committed to maintaining a workplace where each employee is valued and has an opportunity to contribute fully to the accomplishment of our mission. I expect CNIC to lead the way in providing a workplace environment that promotes excellence, professionalism, teamwork, respect, dignity, fairness, and equity. In this regard, ALL employees (military and civilian) have an important role in maintaining a discrimination-free work environment.

Equal Employment Opportunity – Our men and women deserve nothing less!

This policy shall be posted in conspicuous places throughout the command.

D. R. SMITH
Vice Admiral, U.S. Navy



April 21, 2015

COMMANDER, NAVY INSTALLATIONS COMMAND Anti-Harassment Policy Statement

This policy states my expectations for the prevention of harassment within the workplace at CNIC headquarters, regions, and installations. This policy applies to **ALL** employees and contractors working within the CNIC enterprise.

I will not tolerate any form of harassment in the workplace. Moreover, I will not condone retaliation toward employees who report allegations of harassing behavior or assist in any inquiry regarding allegations of harassment.

Harassment is a form of discrimination based on any protected basis such as race, color, sex (including sexual orientation), religion, national origin, age, disability (physical and/or mental), or genetic information. Harassment is manifested through unwelcome verbal or physical conduct that is so offensive as to alter the conditions of employment; or such conduct is sufficiently severe or pervasive to create a hostile work environment. While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct/behavior that may be viewed as harassing in nature:

- Oral or written abuse and/or threats that may include teasing, jokes, insults, gestures, epithets, or remarks based on sex, race, age 40 or older, disability, religion, national origin, color, or genetic information of an employee;
- Gossip regarding an employee's sexual activity, comments on an individual's body, or other lewd or obscene comments;
- Sexually explicit visual displays in the workplace including electronic media or printed media material (e.g., posters, cartoons) in the workplace; and,
- Any unwelcome physical contact including unwanted touching, patting, pinching, grabbing, cornering, or brushing against another person's body.

Any employee who believes that he/she has been subjected to conduct that is in violation of this policy, should immediately report the conduct, all details of the alleged harassment, and its connection to a protected class to their immediate supervisor (if not the alleged harasser), any management official in their chain of command, labor/employee relations, or EEO personnel.

I expect managers and supervisors to investigate allegations of harassment. Any employee found to be engaging in harassing behavior shall be subject to disciplinary action, up to and including reprimand, suspension, or removal.

CNIC promotes an inclusive work environment where all employees are treated with dignity and respect. In that regard, I expect each member of the CNIC team to monitor their behavior to eliminate any potential instances of harassing conduct in the workplace.

This policy shall be posted in conspicuous places at CNIC headquarters, regions, and installations.

D. R. SMITH
Vice Admiral, U.S. Navy

1700
27 Jul 16

MEMORANDUM

From: Director, Fleet and Family Readiness

Subj: FLEET AND FAMILY READINESS EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT

1. The Commander, Navy Installations Command (CNIC) Fleet and Family Readiness (FFR) organization values the contributions of all its employees and recognizes the importance of equal employment opportunity (EEO). I fully endorse VADM Smith's commitment to EEO and holding leaders accountable for any discriminatory practices and behaviors. FFR leadership is committed to employee success in support of providing high quality services to Sailors, their families, and customers. Therefore it is our policy to provide equal opportunity in employment to all employees and applicants regardless of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability, or genetic information.
2. EEO principles are mainstays of every work environment. All employment decisions, to include hiring, compensation, benefits, training, and termination, will be administered per established policies and procedures.
3. To provide superior customer service and produce quality work, we must maintain an environment that reinforces productive and healthy work behaviors. As such, harassment, in any form, will not be a part of the FFR workplace. Unlawful harassment includes unwelcome and inappropriate workplace conduct that becomes a term or condition of continued employment, or that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. There is zero tolerance for any form of harassment in FFR. Harassment should be immediately reported to any supervisor in your chain of command, Human Resources office, or servicing EEO office. Once reported, allegations will be investigated promptly and corrective action taken where warranted.
4. If you believe that discrimination has occurred in your work environment or during the application process, you must contact the EEO office to use designated complaint procedures. Contact must be made within 45 calendar days of the incident or effective date of the personnel action.
 - a. Non-appropriated Fund (NAF) employees should contact the CNIC NAF EEO Service Center phone at (866) 295-0320 or email MILL_CNIC_NAF_EEO@navy.mil.
 - b. APF employees should contact their servicing Region EEO Office.
5. I ask that all FFR employees promote EEO principles and treat each other with the dignity and respect that will sustain FFR as a high-performing organization. Managers and supervisors will monitor their environments and communicate EEO tenets to their employees. No employee or applicant will be treated adversely or retaliated against for reporting violations of this policy.
6. This policy supersedes the EEO Policy for NAF Employees letter of 11 June 2015.



J. MIEB

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