



## Special Message from the Commanding Officer

No. 21-08

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### *Anti-Harassment Policy*

#### **Zero Tolerance Policy**

Fleet Readiness Center Southeast (FRCSE) has a “Zero Tolerance” policy for discriminatory harassment in the workplace. Employees have the right to work in an environment that fosters healthy professional relationships and is free of unlawful harassment. FRCSE employees who engage in any form of discriminatory harassment may be removed from the premises and subject to disciplinary action, criminal action, or both. This policy covers harassment by anyone in FRCSE workspaces to include supervisors, coworkers, and non-employees.

#### **Discriminatory Harassment**

Discriminatory harassment is unwelcome verbal or physical conduct based on race, color, sex, sexual orientation, age, national origin, religion, disability, or prior Equal Employment Opportunity (EEO) activity resulting 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.
- Any conduct that creates an intimidating, hostile, or offensive environment.

#### **FRCSE Standard**

Whether in an office, cubicle or industrial area, everyone should act and behave in a professional manner.

- Harassment or bullying, regardless of motivation is always inappropriate.
- Profane or vulgar language should not be used for any reason.

#### **Management Responsibilities**

Supervisors will be held directly accountable for creating a work environment free from harassing behavior by ensuring:

- 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.
- Confidentiality is maintained to the maximum extent possible.

#### **What to do about Discriminatory Harassment**

If you believe you have been harassed or are offended by inappropriate behavior, you should notify your supervisor, the Labor and Employee Relations Branch, or the Equal Employment Opportunity Office at (904)790-7271 or e-mail [frcse\\_eeo@navy.mil](mailto:frcse_eeo@navy.mil), 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.

  
G. G. DUFFEY

Distribution:  
List A