

CNIC and DON's commitment to stop sexual harassment

The Department of the Navy (DON) and Commander, Navy Installations Command (CNIC) are committed to eliminating sexual harassment and sexual assault in the workplace. Each member of the CNIC NAF team is a valued resource and deserves to be treated with dignity and respect. Leaders at all levels must be accountable for their responsibility to uphold Navy Core Values and eradicate destructive behaviors that detract from readiness. Any individual who engages in harassing behaviors will be subject to disciplinary action.



Sexual harassment – not in my workplace!

It is CNIC NAF's goal to maintain a healthy, productive work environment for all employees, but this cannot occur if sexual harassment is taking place or tolerated. Sexual harassment has negative impacts on those who experience it directly and indirectly, as well as serious consequences to the work environment. Working conditions can become unpleasant, unproductive, and even hostile. To prevent these damaging effects, take responsibility for your workplace and report inappropriate behaviors immediately.

Sexual harassment will NOT be tolerated!

Contact Information

To report sexual harassment, retaliation, or for more information, contact:

CNIC NAF EEO Service Center
1-866-295-0320
MILL_CNIC_NAF_EEO@navy.mil

Sexual Assault

Both sexual harassment and sexual assault are considered unwanted, uninvited sexual behaviors. Both sexual harassment and sexual assault are illegal. **Sexual assault is a crime.**

Sexual assault differs from sexual harassment, as it involves intentional sexual physical contact without consent. Sexual assault includes rape, grabbing without permission, touching a person while incapacitated, threatening or coercing someone to have sex, touching with an object without consent, or attempts to commit these acts.

Resources for Non-appropriated Fund Employees:

ACI Specialty Benefits (Employee Assistance Program)
1-800-932-0034
www.acispecialtybenefits.com

DoD Safe Helpline
Call: 877-995-5247
Text: 55-247 (202-470-5546 outside the U.S.)
Online: <https://www.safehelpline.org/>

Contact your installation SARC for more information on reporting options and eligibility requirements:

http://cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/sexual_assault_prevention_and_response/contact-your-local-sapr-program.html



SEXUAL HARASSMENT

Not in my workplace!



**Awareness.
Reporting.
Prevention.**

CNIC NAF EEO PROGRAM

What is sexual harassment?

Title VII of the Civil Rights Act of 1964 makes it illegal for employers to allow sexual harassment in the workplace. Sexual harassment can have devastating consequences in the workplace and create an environment that erodes the support required to sustain Sailor readiness. CNIC NAF will not tolerate conduct that lessens productivity, lowers morale or disrespects the person.

Anyone in the workplace can be the target of sexual harassment. This includes males, females, employees and supervisors. Sexual harassment may also involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity. The harasser can be either male or female, and can be anyone that comes into a person's work environment, including a supervisor, coworker or customer.

Why do you need to understand sexual harassment?

Sexual harassment can affect anyone in the workforce. It is important to understand what sexual harassment is so you can prevent it, take action if you see it in the workplace, and help stop the behavior if it happens to you or if someone reports it to you.

Sexual harassment is against the law. Managers and supervisors have a responsibility to ensure a harassment-free work environment for their employees. Everyone has the responsibility for speaking up and exposing harassment through reporting. There is no room for sexual harassment in our CNIC work environments.



What are the types of sexual harassment?

▶ **Quid pro quo** sexual harassment is when a supervisor conditions a job, promotion or other work benefit on your submission to sexual advances or other conduct based on sex. Example: A supervisor threatens to terminate an employee if sexual favors are not given.

▶ **Hostile work environment** sexual harassment occurs when unwelcome comments or conduct (based on sex) unreasonably interferes with your work performance, or creates an intimidating, hostile or offensive work environment. The harassment must be **severe** or **pervasive** to be unlawful. You may also experience sexual harassment even if the offensive conduct was not aimed directly at you. Examples: telling "dirty" jokes; repeatedly asking someone out; staring in a sexually suggestive manner.

What should you do if you experience sexual harassment?

If you experience or witness sexual harassment, **immediately report** it to your supervisor, anyone in your chain of command, NAF EEO Office, or your Human Resources Office (HRO). A good first step is to tell the harasser to stop. If you do not feel comfortable doing this, be sure to report the harassment using one of the avenues listed above.

Management must take prompt action to stop the behavior, investigate the allegations and ensure it does not reoccur. The action also has to be "appropriate" and effective, meaning it must actually make the harassment stop, without harming you or allowing you to become a target of retaliation.

If you report the incident and no action is taken to alleviate the situation, contact the CNIC NAF EEO Service Center.

How can you stop sexual harassment?

AWARENESS

- **AWARENESS** of behaviors that would constitute sexual harassment is the first step toward ending it. Your awareness can assist the DON and CNIC's efforts to end sexual harassment.

REPORTING

- When you see or hear about an incident of sexual harassment, immediately report the situation to your supervisor, chain of command, NAF EEO office, or HR office. Many incidents of sexual harassment go unreported, but the CNIC NAF organization does not want you to hesitate or be afraid of **REPORTING**.

PREVENTION

- The end goal is the **PREVENTION** of sexual harassment through constant **AWARENESS** and knowing the procedures and points of contact for **REPORTING** incidents of sexual harassment.

Am I protected against retaliation?

Yes, retaliation for reporting or speaking out against sexual harassment, or retaliation for participating in an investigation or legal action related to sexual harassment, is illegal. You are highly encouraged to report sexual harassment and retaliation. These behaviors will not be tolerated.

Examples of retaliation include being fired or demoted; being assigned a different shift, location, or position; receiving new or different duties; or being asked to take time off without pay. It can also include being iced out by coworkers, no longer being invited to meetings, or being left out of communication. Retaliation can be subtle, build up or get worse over time.