



U.S. NAVAL FORCES EUROPE U.S. NAVAL FORCES AFRICA SEXUAL HARRASSEMENT POLICY STATEMENT

As Commander of U.S. Naval Forces Europe/U.S. Naval Forces Africa, I am committed to maintaining a work environment free of sexual harassment for all our military and civilian personnel. Sexual harassment is illegal and undermines morale, discipline and mission effectiveness. I will not tolerate sexual harassment. All military personnel, and civilian personnel with military subordinates, must be aware of the guidelines and prohibitions of OPNAV Instruction 5300.13.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;**
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions that affect the individual; or**
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.**

Any individual who believes that he or she has been sexually harassed is strongly encouraged to make it clear to the offender that such behavior is offensive, unwelcome and must cease immediately. Anyone who observes or is made aware of possible harassment has an obligation to immediately report it to the chain of command, an Equal Employment Opportunity Counselor or Command Managed Equal Opportunity Manager.

It is my policy to protect any individual who reports actual or suspected incidents of sexual harassment from retaliation. Those serving in a supervisory or command position who become aware of an allegation or occurrence of sexual harassment have a duty to take all necessary investigatory and corrective actions, and to protect the privacy rights of individuals as required.


R. P. BURKE

Commander, U.S. Naval Forces Europe
Commander, U.S. Naval Forces Africa



U.S. NAVAL FORCES EUROPE U.S. NAVAL FORCES AFRICA EQUAL OPPORTUNITY POLICY STATEMENT

Behavior that diminishes the worth of any person will not be allowed. I challenge every member throughout U.S. Naval Forces Europe/U.S. Naval Forces Africa to treat others as you want to be treated. Pride and professionalism are fostered through mutual respect and are required to achieve excellence in all our endeavors. All military personnel, and civilian personnel with military subordinates, must be aware of the guidelines and prohibitions of SECNAVINSTs 5300.26D, 5354.2 and 5350.16A.

No form of unlawful discrimination will be tolerated. Such conduct is inconsistent with the Navy core values and adversely impacts mission readiness and performance. The proper treatment and respect of each person is integral to our mission. As such, we must ensure that the human dignity and worth of every member are not exploited. We must respect the cultural differences that make each person unique and realize this diversity of thought, behavior and life experience provides us with the resources to accomplish our mission. Inclusive leadership and the fair and equitable treatment of all members is an all hands responsibility. It is also responsibility of all hands to report any acts of unlawful discrimination, harassment or sexual harassment. We must proactively prevent unlawful discrimination on the basis of race, religion, national origin, color, sex (including gender identity) or sexual orientation, and prohibit acts of reprisal against persons who submit any form of complaint.

We must work together to promote an environment in which all personnel can perform to their maximum ability, unimpeded by institutional, social or personal biases. I know the sacrifices you make every day to ensure our mission success and I will not tolerate those successes being diminished or tarnished by insensitive acts.

There will be **ZERO TOLERANCE** for discrimination, harassment or creation of a hostile work environment within U.S. Naval Forces Europe/U.S. Naval Forces Africa

A handwritten signature in black ink, appearing to read "R. K. BURKE".

R. K. BURKE
Commander, U.S. Naval Forces Europe
Commander, U.S. Naval Forces Africa



U.S. NAVAL FORCES EUROPE U.S. NAVAL FORCES AFRICA EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

I am strongly committed to the principles of Equal Employment Opportunity (EEO) and a diverse workforce free from discrimination and harassment. We shall hold ourselves accountable for creating, encouraging and sustaining a diverse and integrated team, free of unlawful discrimination, harassment and fear of reprisal. Pride and professionalism are fostered through mutual respect and are required to continue achieving excellence in all our endeavors. The work done to prevent, halt and remedy all forms of discrimination or harassment that occur in our workplace is paramount to our collective success. All military and civilian personnel must be aware of the guidelines and prohibitions of OPNAV Instruction 5354.1G.

It is Department of the Navy (DON) policy to provide equal employment opportunities for all persons regardless of race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and sexual orientation), national origin, age, disability, genetic information (including family medical history), parental status, marital status, political affiliation, military service or any other non-merit based factor. Employment anti-discrimination laws cover all human capital and employment programs, management practices and decisions, including but not limited to: Recruitment, hiring, merit promotion, transfer, reassignments, training and career development, benefits and separation.

All DON employees and applicants are also specifically protected against retaliation. Consistent with Federal laws, retaliation against an employee or applicant who engages in a protected activity will not be tolerated. All DON employees are responsible for adhering to EEO principles, and supervisors, managers, and leaders are expected to maintain an inclusive work environment free of discrimination. Any employee or applicant who feels that he or she is subjected to these or other forms of unlawful discrimination should contact the Command's EEO Office, Human Resources Office or the Office of Counsel, as appropriate.

Our commitment to EEO requires more than mere compliance. We must continue to meet both the letter of the law and its spirit. We must view our commitment to EEO as a matter of personal integrity and accountability. I ask each member of our workforce to take personal responsibility for implementing our EEO policy and to cooperate fully in its enforcement. It is incumbent upon every employee to ensure the DON maintains a culture that promotes the full realization of equality of opportunity that truly reflects the DON Core Values of Honor, Courage and Commitment.

There will be ZERO TOLERANCE for discrimination, harassment or creation of a hostile work environment within U.S. Naval Forces Europe/U.S. Naval Forces Africa



R. P. BURKE

Commander, U.S. Naval Forces Europe
Commander, U.S. Naval Forces Africa