



DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
PSC 473 BOX 12
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ANTI-HARASSMENT AND PREVENTION OF SEXUAL HARASSMENT POLICY STATEMENT

As Commander, U.S. Naval Forces Japan/Navy Region Japan, I expect each member of our team to cultivate an environment of dignity and respect. It is our collective and individual responsibility to ensure our Navy is free from harassment and other forms of unlawful discrimination.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's job, pay, or career, or;
- Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or;
- Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Harassment on any other protected basis is also strictly prohibited. Such harassment can be defined as conduct that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Although it is not a requirement, I strongly encourage individuals who are harassed to make it clear to the offender that their behavior is offensive and must stop. Sailors may use the Informal Resolution System (IRS), request Captain's Mast, or file a formal complaint by contacting your respective Command Managed Equal Opportunity (CMEO) Manager or Installation Command Climate Specialist (CCS). Civilians may use the Navy's Alternative Dispute Resolution (ADR) process, file a discrimination complaint pursuant to 29 Code of Federal Regulations Part 1614 or 10 United States Code Section 1561, or use the administrative grievance procedure by contacting the local OCHR/HRO Labor Employee Relations (LER) office at 243-8151/5224.

All individuals who submit a report, or provide information regarding a report of harassment, will be kept confidential to the extent possible and consistent with conducting a thorough investigation. Immediate and appropriate corrective actions will be taken if it is determined that harassment has occurred. Harassment of any kind cannot, and will not be tolerated. It is my intention and duty to ensure all employees can successfully complete their mission in an environment free from bullying, hostility, and harassment.

It is my policy to protect any individual who reports actual or suspected incidents of harassment from retaliation. I strongly encourage every Sailor or civilian to immediately report any suspected acts of reprisal. I expect each of you to enforce this policy at all times and I encourage all of you to support each other in ensuring that our organization is a model of fair and professional treatment.


C. A. LAHTI