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NAVAL AIR WARFARE CENTER WEAPONS DIVISION
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IN REPLY REFER TO:

26 Sep 22

From: Commander, Naval Air Warfare Center Weapons Division

Subj: Policy for the Prevention and Elimination of Harassment in the Workplace

1. Harassment cannot and will not be tolerated within NAWCWD. It is the policy of NAWCWD to maintain a work environment that is free of unlawful harassment for all employees and applicants for employment regardless of their race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), and genetic information as well as from reprisal/retaliatory harassment based on opposition to discrimination or participation in the discrimination complaints process.

2. Unlawful harassment also includes "sexual" harassment. For a more in-depth discussion of the prevention of sexual harassment, see the NAVAIR Anti-Harassment Plan at: <https://nawc wd.navair.navy.mil/NAWCWD/TFSM/html/eo/index.html>, under "Policies, Instructions, Directives."

3. Unwelcome verbal or physical conduct based on race, color, religion, sex, national origin, age, disability, or genetic information or in retaliation, constitutes harassment when:

a. The conduct is sufficiently severe or pervasive to create a hostile work environment; or

b. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits.

4. This policy covers everyone in the workplace to include supervisors, employees, and non-employees. Every employee must do their part in implementing this policy as a shared responsibility in fostering and maintaining a work environment that is free from unlawful workplace harassment, by ensuring that they do not engage in any activity or practice that creates an offensive or hostile work environment for their co-workers. All employees are responsible for their own behavior and are expected to interact responsibly with fellow workers and supervisors. While a certain amount of debate and discussion is healthy in an organization, openly antagonistic, argumentative, abusive and/or hostile behavior, or use of disparaging, demeaning, or derogatory comments or gestures between or directed towards employees and/or supervisors, is unacceptable. All employees are expected to adhere to a standard of conduct that is respectful, courteous, and professional to other members of the workforce.

5. Individuals who believe they are being harassed are encouraged to address their concerns or objections regarding the incident directly with the person demonstrating the harassing behavior. If the behavior does not stop or the employee does not feel comfortable addressing their concerns directly with the person demonstrating the harassing behavior, the employee is strongly encouraged to report the conduct to their supervisor, Human Resources Advisor (HRA), or an Equal Employment Opportunity (EEO) Counselor at any time and especially before the harassment becomes severe or

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pervasive. Employees who observe or are made aware of possible harassment have an obligation to report it to their supervisor or an HRA. All managers must take appropriate corrective action when they become aware of the possibility that harassment in the workplace has occurred.

6. A complaint alleging harassment, whether written or oral, should include the specific nature of the incident, date and place of the incident, names of all parties involved, as well as a detailed report of all pertinent facts. Complaints of harassment will be promptly and carefully investigated. Investigations will include interviews with all relevant parties, including the accused and other potential witnesses. Appropriate remedial action will be taken in all cases where harassment is found to have occurred.

7. Civilians who believe they have been harassed in violation of this policy may:

a. Contact the first level of management not involved in the complaint or your designated HRA in the Human Resources Department to initiate a management inquiry.

b. File an EEO Discrimination Complaint by contacting an EEO Counselor at (760) 939-0200 to initiate an informal EEO complaint. Individuals must contact the EEO counselor within 45 calendar days of the alleged incident of harassment or employment discrimination for an EEO complaint to be deemed timely filed. Do not wait until the agency's internal harassment inquiry is completed to contact a counselor if waiting will allow the 45 calendar day time limit to expire. For information on the avenues of redress for allegations of sexual harassment, please refer to the NAVAIR Anti-Harassment Plan at <https://nawcwd.navair.navy.mil/NAWCWD/TFSM/html/eo/index.html>.

c. Contact the Naval Inspector General (IG) Office to report incidents of sexual harassment for outside investigation at 1-800-522-3451 or via the website at <https://www.secnav.navy.mil/ig>.

d. For sexual assault support for the Department of Defense (DoD) Community. The DoD Safe Helpline is confidential and available 24 hours a day, 7 days a week worldwide at 877-995-5247.

8. Military personnel experiencing any form of harassment are encouraged to use the Informal Resolution System (IRS) or contact either their Command Managed Equal Opportunity (CMEO) Program Manager or Command Climate Specialist (CCS) to determine available resolution options.

9. In addition, the Sexual Harassment Prevention and Equal Opportunity Information poster can be found at:

https://nawcwd.navair.navy.mil/NAWCWD/TFSM/html/eo/docs_eo/Military_Equal_Opportunity_Poster.pdf.

10. Reprisal against anyone who engages in protected activity is not acceptable. I support all employees who exercise their rights under the civil rights statutes.

11. It is expected that all employees, supervisors, and managers will maintain an environment free of workplace harassment and fully support the goals and objectives of this policy.


K. A. Hash