



DEPARTMENT OF THE NAVY
MILITARY SEALIFT COMMAND
471 EAST C STREET
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Ser N00
31 Mar 26

MEMORANDUM

From: Commander, Military Sealift Command

Subj: COMMANDER'S POLICY ON EQUAL EMPLOYMENT OPPORTUNITY
ANTI-HARASSMENT

Ref: (a) 10 U.S.C. § 1561
(b) SECNAV EEO Policy Statement
(c) 29 C.F.R. § 1614.105

1. As Commander, Military Sealift Command (MSC) and Equal Employment Opportunity Officer (EEO), I am committed to providing a harassment-free working environment. MSC staff are expected to conduct themselves in a professional, courteous and respectful manner with all levels of personnel and customers. Harassment in the workplace will not be tolerated. Allegations of harassment will be immediately investigated and where allegations are substantiated, appropriate action, to include disciplinary action, will be taken.

2. Generally, harassment under the Equal Employment Opportunity laws and policies is defined as verbal and physical unwelcome conduct that denigrates or shows hostility to an individual because of his or her sex to include pregnancy, race, color, religion, national origin, age (over 40), disability (physical or mental), genetic information or reprisal (for engaging in an EEO protected activity). The offensive conduct may include, but is not limited to, derogatory statements, slurs, name-calling, ridicule or mockery, as well as offensive jokes, posters, drawings, e-mails, faxes and text messages.

3. The U.S. Equal Employment Opportunity Commission (EEOC) defines sexual harassment as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

a. 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.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

c. Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive work environment.

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4. Employees who are witness to or are subjected to, harassment (sexual or non-sexual) should make it clear to the harasser, whenever possible, that such behavior is unwelcomed and needs to stop. Incidents of alleged harassment should be reported promptly to the appropriate supervisory chain of command. An employee subjected to harassment (sexual or non-sexual) may contact an EEO counselor at (757) 341-3310 or msc_eeo@us.navy.mil within 45 calendar days of the occurrence or when the individual becomes aware of a possible discriminatory basis per references (b) and (c).
5. Supervisors and managers have a responsibility to conduct a prompt, thorough and impartial inquiry into all incidents of alleged harassment. Inquiries into alleged sexual harassment will be conducted per reference (d), for all employees directly supervised by a military Commanding Officer or Officer in Charge of a unit, vessel, facility, or area of the Navy.
6. This memorandum is effective immediately and supersedes all others.



B. R. NICHOLSON