



14 Jul 2020

From: Director, Fleet and Family Readiness (N9)

Subj: FLEET AND FAMILY READINESS NONAPPROPRIATED FUND (NAF) EQUAL EMPLOYMENT OPPORTUNITY AND ANTI HARASSMENT POLICY STATEMENT

1. Commander, Navy Installations Command (CNIC) Fleet and Family Readiness (FFR) provides resourcing and oversight of quality of life programs for Navy Sailors and their families. CNIC FFR's workforce is its most valuable resource. I am fully committed to upholding equal employment opportunity (EEO) principles for all employees and applicants. This includes ensuring all employment actions, management practices, and workforce decisions are fair, equitable, and merit-based without regard to: race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, disability, genetic information, or reprisal for EEO activity.
2. It is CNIC FFR's policy to provide equal opportunity and a discrimination free workplace. Discrimination, retaliation, nor harassment (sexual or non-sexual) will be tolerated. Harassment becomes unlawful when tolerating offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a person would consider intimidating, hostile, or abusive. Examples of harassing conduct may include, but are not limited to, offensive jokes, slurs, insults, intimidation, threats, or unwanted physical contact. Supervisors are responsible for preventing and eliminating harassment from their workplaces. All employees and supervisors will be held accountable for their behaviors, if any individual is found participating in harassing behaviors and is subject to disciplinary action.
3. Harassment of all types should be reported and investigated. Discriminatory harassment based on one of the EEO protected categories should be reported to any supervisor in the chain of command, the NAF Human Resources Office, or the CNIC NAF EEO Office. To file an EEO complaint, contact with the EEO Office must be made within 45 calendar days of the alleged discriminatory incident (or when made aware of the incident) by calling (866) 295-0320 or via e-mail: MILL_CNIC_NAF_EEO@navy.mil. Harassment based on reasons other than one of the EEO protected categories should be reported to the chain of command or NAF Human Resources Office.
4. Supervisors are expected to investigate all allegations of harassment and take prompt corrective action to stop harassing behaviors. Supervisors must also ensure all employees are aware of this policy, reports of incidents can be made without fear of retaliation, and confidentiality will be held to the maximum extent possible.
5. CNIC FFR values diversity and strives to create an inclusive work environment where all employees are treated with dignity and respect. By incorporating EEO principles into our daily business operations, CNIC FFR is in a better position to meet its mission. We all have the responsibility to ensure equal opportunity is truly a part of the CNIC culture.
6. This FFR NAF EEO Policy Statement Memorandum supersedes the EEO policy for NAF employees of 30 June 2019. My point of contact is Dr. J. Pamela Ray, who may be reached at (901) 581-2383 or email: j.pamela.ray@navy.mil.

A handwritten signature in black ink that reads "E. J. Cannon".

E. J. CANNON

Distribution:
FF4A (N9)

**Acknowledgment of Receipt of
Commander, Navy Installations Command N9
Equal Employment Opportunity Policy**

I acknowledge that I have received a copy of the Commander, Navy Installations Command (CNIC) N9's policy on equal employment opportunity (EEO). I understand that the command is firmly committed to the principles of EEO, and as a CNIC employee, I have a responsibility to read, understand, and comply with this policy in full.

I also understand that if I elect to contact the EEO Office (1-866-295-0320 or MILL_CNIC_NAF_EEO@NAVY.MIL) because I believe I have been discriminated against based on race, color, national origin, religion, disability, sex, age, genetic information or reprisal, I must do so within 45 calendar days of the alleged discrimination.

If I have questions about any part of the policy, I understand that I should contact my immediate supervisor, the Human Resources Office, or the EEO Office contact in the policy letter.

Employee's Printed Name

Employee's Signature

Work Unit

Date