

Department of the Navy Harassment Prevention Training

Table of Contents

Introduction and Course Logistics (<i>Running Time 3:53</i>).....	2
Harassment Prevention – Part 1 (<i>Running Time 8:32</i>).....	6
Harassment Prevention – Part 2 (<i>Running Time 8:59</i>).....	19

Introduction and Course Logistics (*Running Time 3:53*)

PAGE 1

Audio:

Welcome to the Department of the Navy Harassment Prevention training course (web-based training course).

On screen:

Department of the Navy Harassment Prevention Training

PAGE 2

Audio:

If you would like to follow along with a written transcript of this training, you can download a copy by clicking on the Transcript icon located in the lower left corner of the screen, marked by the "T" symbol. You can also download the transcript from the Resources page of this training site. You can access the Resources page by clicking on "Resources" at the top of the screen.

Closed captioning is available for this course and can be activated by clicking on the Closed Captioning icon located in the lower left corner of the screen, marked by the "CC" symbol.

On screen:

(Sample image of course transcript)

PAGE 3

Audio:

Users can access this course via screen reader software. When screen reader mode is enabled, this training course will automatically pause at the end of each screen, allowing time to review all on-screen information before continuing. Detailed instructions on how to take this course with assistive software can be found at the link provided here. You can also access these instructions from the Resources page of this training site.

Department of the Navy Harassment Prevention Training

If you are currently using screen reader software, use the Up and Down arrow keys to activate screen reader mode. Otherwise click on the "RESUME" button to continue without activating these features.

On screen:

If you do not require assistive software, click here to skip this page.

Users requiring additional assistance can access this course utilizing their screen reader software. This feature is only intended for users who currently have assistive software on their computer.

(Image of "View Screen Reader Instructions" link)

Note: Activating screen reader mode without assistive software will prevent the training from running properly.

(Image of "RESUME" button)

PAGE 4

Audio:

Before we begin the training modules, let's discuss the logistics involved in this web-based training.

To accommodate your work schedule, this training provides the ability for you to log out at any time. Your progress will be saved after each page you view. If you log out in the middle of the training, you will resume the training where you left off the next time you log in.

In order to ensure that you are able to complete this course in its entirety, you must always access the course from the same computer and the same web browser that you initially selected when you began the course. Do not delete your cookies or clear the browsing history while the course is in progress. This will ensure that the browser will retain your progress if you need to exit the training and return at a later time.

For example, if you are accessing the course using Google Chrome, you must complete the course in its entirety using Google Chrome. If you try to access the course using a different computer or a different browser, like Microsoft Edge, you will not be able to resume where you previously left off.

On screen:

Course Logistics

- You may log out at any time during the training
- When you log back in, you will resume training where you left off
- Always access the course from the same computer and browser
- Do not delete cookies or clear browsing history while course is in progress

PAGE 5

Audio:

You must complete each training module in the sequence in which it is presented. However, you will be able to review any previously completed training modules by clicking on "Menu", highlighted here, and then on the training topic.

During the presentation of each training module, you will have the ability to pause the presentation, skip back, and replay the training module again. If you review a module that has already been completed, you will also have the ability to skip ahead.

At the end of the training, you will be presented with a knowledge check to ensure your understanding of the information presented to you.

On screen:

Course Logistics

- Each training module must be completed in the sequence in which it is presented
- You can review previously completed training modules
- During each training module, you may pause, go back and start again
- At the end of the training, you will be presented with a knowledge check to ensure your understanding of the information presented to you

PAGE 6

Audio:

Upon completion of all training modules, a Certificate of Completion will be provided for you to print out.

On screen:

(Sample image of certificate of completion)

PAGE 7

Audio:

As previously mentioned, a Resources page has been created for this web-based training. In addition to a written transcript of the training, this page contains links to references used throughout the training that you can access at any time for more information regarding the topics being discussed.

On screen:

(Image of course Resources page screenshot)

PAGE 8

Audio:

Now that you have a feel for how to navigate through this web-based training, let's begin.

Click on the "NEXT" button to start the presentation of the first training module, Harassment Prevention.

On screen:

Coming up next:

Harassment Prevention

(Image of "NEXT" button)

Harassment Prevention – Part 1 (*Running Time 8:32*)

PAGE 1

Audio:

The Department of the Navy (DON) is committed to fostering a climate of inclusion that embodies a culture of dignity, courtesy, and respect.

Harassment, in any form, is not tolerated in DON work environments.

Harassing behavior adversely affects our individual and collective efforts to accomplish our missions.

The DON strives to discourage rude, ignorant, abrasive, and unkind behavior in any DON work environments.

When such behavior adversely affects the work environment, it will be immediately addressed through appropriate corrective measures, to include administrative and disciplinary actions.

This course will cover both harassment that detracts from an efficient workplace, and unlawful harassment that includes sexual harassment and discrimination under Equal Employment Opportunity laws.

On screen:

Introduction

- The Department of the Navy (DON) is committed to fostering a climate of inclusion that embodies a culture of dignity, courtesy, and respect
- Harassment, in any form, is not tolerated in DON work environments
- Harassing behavior adversely affects our individual and collective efforts to accomplish our missions
- The DON strives to discourage rude, ignorant, abrasive, and unkind behavior in any DON work environments
- When such behavior adversely affects the work environment, it will be immediately addressed through appropriate corrective measures, to include administrative and disciplinary actions
- This course will cover:
 - Harassment
 - Unlawful Harassment
 - Sexual Harassment
 - Discriminatory Harassment under Equal Employment Opportunity Laws

PAGE 2

Audio:

Harassment is behavior that is unwelcome or offensive to a reasonable person and that creates conditions that unreasonably interfere with work performance or creates an intimidating, hostile, or offensive environment.

Harassment encompasses aggressive, menacing, malicious, insulting, or bullying behavior involving the misuse of power that makes a reasonable person feel vulnerable, upset, humiliated, undermined, or threatened.

"Power" does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation, and can take the form of physical, verbal, and non-verbal conduct.

Harassment can be verbal, visual, written, or physical. It can occur through electronic communications, including social media, and/or in person.

When evaluating allegations of harassment, the Department of the Navy looks at the totality of the circumstances, to include an assessment of the nature of the conduct and the context in which the conduct occurred.

On screen:

What Is Harassment?

- Harassment is behavior that is unwelcome or offensive to a reasonable person and that creates conditions that unreasonably interfere with work performance or creates an intimidating, hostile, or offensive environment
- Harassment encompasses aggressive, menacing, malicious, insulting, or bullying behavior involving the misuse of power that makes a reasonable person feel vulnerable, upset, humiliated, undermined, or threatened
- "Power" does not always mean being in a position of authority but can include both personal strength and the power to coerce through fear or intimidation, and can take the form of physical, verbal, and non-verbal conduct
- Harassment can be verbal, visual, written, or physical; it can occur through electronic communications, including social media, and/or in person
- When evaluating allegations of harassment, the Department of the Navy looks at the totality of the circumstances, to include an assessment of the nature of the conduct and the context in which the conduct occurred

Source: SECNAVINST 12735.1

PAGE 3

Audio:

Harassment may also involve cyberharassment or retaliation for reporting harassment.

Cyberharassment is a form of harassment or sexual harassment occurring through or facilitated by an electronic communications system.

- Electronic communication systems include internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging

Department of the Navy Harassment Prevention Training

platforms, applications, location tracking devices, smart devices, communication technologies, and other emerging technologies.

Cyberharassment may include threatening, derogatory, or harassing text or email messages, instant messages, social media comments, entries, or similar communications. The broadcast or public sharing via an electronic communications system of non-publicly available information about an individual, also referred to as doxing, can be a form of cyberharassment.

Retaliation is conduct that punishes a DON civilian employee for asserting the right to be free from harassment in the workplace.

Retaliatory behaviors include reprisal, ostracism, maltreatment, and criminal acts for a retaliatory purpose.

Retaliation includes illegal, impermissible, or hostile actions taken with the knowledge of management against DON civilian employees for:

- Filing or being a witness in a charge, report, inquiry, or lawsuit;
- Communicating with a supervisor or manager about discriminatory behavior, including harassment;
- Answering questions during a DON inquiry of alleged harassment;
- Refusing to follow orders that would result in harassment; or
- Resisting sexual advances or intervening to protect others.

The Department of the Navy does not tolerate any form of harassment, including retaliation.

On screen:

Cyberharassment and Retaliation

- Cyberharassment is a form of harassment or sexual harassment occurring through or facilitated by an electronic communications system
 - Electronic communication systems include internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging platforms, applications, location tracking devices, smart devices, communication technologies, and other emerging technologies
- Cyberharassment may include threatening, derogatory, or harassing text or email messages, instant messages, social media comments, entries, or similar communications
 - The broadcast or public sharing via an electronic communications system of non-publicly available information about an individual, also referred to as doxing, can be a form of cyberharassment
- Retaliation is conduct that punishes a DON civilian employee for asserting the right to be free from harassment in the workplace
- Retaliatory behaviors include reprisal, ostracism, maltreatment, and criminal acts for a retaliatory purpose
- Retaliation includes illegal, impermissible, or hostile actions taken with the knowledge of management against DON civilian employees for:
 - Filing or being a witness in a charge, report, inquiry, or lawsuit involving harassment, including discriminatory harassment under Title VII and sexual harassment
 - Communicating with a supervisor or manager about discriminatory behavior, including harassment
 - Answering questions during a DON inquiry of alleged harassment
 - Refusing to follow orders that would result in harassment
 - Resisting sexual advances or intervening to protect others
- The Department of the Navy does not tolerate any form of harassment, including retaliation

PAGE 4

Audio:

We've discussed what harassment is. Let's briefly outline some areas that do not typically constitute harassment.

Legitimate, reasonable, and constructive feedback of an employee's performance or behavior.

Reasonable instructions given to employees during their employment.

Activities or actions undertaken for a proper military or governmental purpose, such as combat survival training.

On screen:

What Is Not Considered Harassment?

- Legitimate, reasonable, and constructive feedback of an employee's performance or behavior
- Reasonable instructions given to employees during their employment
- Activities or actions undertaken for a proper military or governmental purpose, such as combat survival training

PAGE 5

Audio:

Harassment can take many different forms. It may include unwanted physical contact, offensive jokes, epithets, ridicule or mockery, insults or putdowns, displays of offensive objects or imagery, stereotyping, intimidating acts, veiled threats of violence, threatening or provoking remarks, racial or other slurs, derogatory remarks about a person's accent, displays of racially offensive symbols, hazing, or bullying. Harassment can also include written or other content material that belittles or shows hostility or dislike toward an individual or group that is sent via email or posted on social media sites such as X (formerly Twitter) or Facebook, placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

On screen:

Forms of Harassment

Harassing behavior may include, but is not limited to:

- Unwanted physical contact
- Offensive jokes
- Epithets or name-calling
- Ridicule or mockery
- Insults or put-downs
- Displays of offensive objects or imagery
- Offensive non-verbal gestures
- Stereotyping
- Intimidating acts
- Veiled threats of violence
- Threatening or provoking remarks
- Racial or other slurs
- Derogatory remarks about a person's accent or disability
- Displays of racially offensive symbols
- Hazing
- Written or other content material that belittles or shows hostility or dislike toward an individual or group that is sent via email or posted on social media sites such as X (formerly Twitter) or Facebook, placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace

PAGE 6

Audio:

Unlawful harassing conduct may include, but is not limited to, unlawful discriminatory harassment, sexual harassment, and stalking.

On screen:

Forms of Harassment

Unlawful harassing conduct may include, but is not limited to:

- Unlawful discriminatory harassment
- Sexual harassment
- Stalking

PAGE 7

Audio:

Unlawful discriminatory harassment is a form of employment discrimination that violates Title Seven of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (or ADEA), the Rehabilitation Act of 1973, and the Genetic Information Nondiscrimination Act of 2008. It involves unwelcome and offensive conduct that is based on: race, color, religion, sex (including sexual orientation, gender identity, and pregnancy), national origin, age (beginning at age 40), mental or physical disability, genetic information (including family medical history), or reprisal.

On screen:

Unlawful Discriminatory Harassment

Unlawful harassment is a form of employment discrimination that involves any unwelcome verbal or physical conduct based on:

- Race
- Color
- Religion
- Sex/Sexual Orientation/Gender Identity/Pregnancy (both sexual and non-sexual harassment)
- National Origin
- Age
- Mental or Physical Disability
- Genetic Information
- Reprisal

PAGE 8

Audio:

Harassment becomes unlawful when: enduring the offensive conduct becomes a condition of continued employment, or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws, requesting a religious or medical-based accommodation, or opposing employment practices that they reasonably believe discriminate against individuals.

On screen:

When Harassment Becomes Unlawful

Harassment is unlawful under Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967 (ADEA), Rehabilitation Act of 1973, or Genetic Information Nondiscrimination Act (GINA) when:

- Enduring the offensive conduct becomes a condition of continued employment
- The conduct is severe or pervasive and a reasonable person would consider the environment intimidating, hostile, or abusive
- “Hostile” or “abusive” is determined by:
 - Frequency of discriminatory conduct
 - Severity of discriminatory conduct
 - Potential impact of behavior on employee
 - Unreasonable interference with employee’s work performance
- The conduct is in retaliation against an individual for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under EEO law or for opposing employment practices that the employee reasonably believes discriminates against individuals
- The conduct is in retaliation against an individual requesting a religious or reasonable accommodation for a disability

PAGE 9

Audio:

Sexual harassment is a form of sex discrimination.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The point to remember here is that the behavior does not have to be blatant. Many times, it's very subtle. Note that it says “explicitly or implicitly”.

On screen:

Sexual Harassment Definition

A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

PAGE 10

Audio:

As previously mentioned, harassment can be verbal, non-verbal, or physical in nature. Shown here are some examples of what could constitute sexual harassment. Please take a moment to review and then click on the "RESUME" button to continue.

On screen:

Types of Sexual Harassment

Verbal

- Sexual stories
- Questions about a person's sexual experiences or preferences
- Jokes
- Inappropriate comments on a person's body and/or appearance
- Asking for dates after being told "No"

Non-Verbal

- Staring at a person
- Showing sexually explicit pictures, cartoons, or other visuals
- Making suggestive gestures
- Sending unwanted notes or other material
- Giving unwanted personal gifts

Physical

- Touching a person
- Leaning over a person
- Standing too close to a person
- Kissing
- Caressing
- Pinching

(Image of "RESUME" button)

PAGE 11

Audio:

This concludes Part 1 of this training module.

Click on the "NEXT" button to proceed to Part 2.

On screen:

Coming up next:

Harassment Prevention – Part 2

(Image of "NEXT" button)

Harassment Prevention – Part 2 (*Running Time 8:59*)

PAGE 1

Audio:

The Equal Employment Opportunity Commission's (EEOC) Guidelines define two kinds of sexual harassment. The first type of sexual harassment is "quid pro quo," in which submission to, or rejection of, unwelcome sexual conduct by an individual is used as the basis for employment decisions affecting such individual.

The second type of sexual harassment is a "hostile work environment" in which unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment.

We'll be discussing each of these types of sexual harassment.

On screen:

Two Types of Sexual Harassment

- Quid Pro Quo
- Hostile Work Environment

PAGE 2

Audio:

"Quid pro quo" is a Latin term meaning something that is given to you or done for you in return for something you have given to or done for someone else.

Quid pro quo is a classic type of sexual harassment in which the harasser threatens to withhold or promises to give employment benefits in exchange for sexual favors.

Quid pro quo sexual harassment occurs when an individual's submission to, or rejection of, sexual advances or conduct of a sexual nature is used as the basis for employment decisions affecting the individual or the individual's submission to such conduct is made as a term or condition of employment.

On screen:

Quid Pro Quo

Classic type of sexual harassment in which the harasser threatens to withhold or promises to give employment benefits in exchange for sexual favors such as:

- Promotion
- Reassignment
- Work Assignment
- Award
- Demotion

PAGE 3

Audio:

The term "hostile work environment" refers to situations in which the hostile, intimidating, or offensive conduct of another unreasonably interferes with an employee's work performance.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must be sufficiently severe or pervasive to create an intimidating, hostile, or offensive work environment.

Harassment is severe and pervasive when it occurs frequently, entails humiliation or physical threats, or unreasonably interferes with the victim's work performance. This type of harassment may even affect the employee's employment, that is, the loss of pay or promotion opportunity.

A hostile work environment can result from any form of harassment, including sexual harassment, and can be created by employers, supervisors, co-workers, customers, or clients.

On screen:

Hostile Work Environment

Harassing conduct in the workplace that is so severe or pervasive, it creates an intimidating, hostile, or offensive work environment for the target of the conduct.

Applies when the conduct:

- Occurs frequently
- Entails humiliation or physical threats
- Interferes with employee's work performance
- In some ways affects the employee's employment

The behavior is ALWAYS UNWELCOME!

PAGE 4

Audio:

So, what is considered a "work environment"?

The workplace or any other place that is work-connected, as well as the conditions or atmosphere under which people are required to work. Examples of work environment include but are not limited to an office; an entire office building; a DON base or installation; DON ships, aircraft, or vehicles; anywhere when engaged in official DON business; as well as command-sponsored social, recreational, and sporting events, regardless of location.

On screen:

Work Environment

Definition:

- Workplace or any other place that is work-connected
- Conditions or atmosphere under which people are required to work

Examples:

- Office
- Entire office building
- DON base or installation
- DON ships, aircraft, or vehicles
- Anywhere when engaged in official DON business
- Command-sponsored social, recreational, and sporting events, regardless of location

PAGE 5

Audio:

We've just discussed what constitutes sexual harassment and the different types of sexual harassment.

It's important to know that sexual harassment in the workplace is damaging to both employees and the organization.

The economic costs of sexual harassment are significant. Even more harmful, however, are the negative effects on productivity and readiness, including increased absenteeism, greater personnel turnover, lower morale, decreased effectiveness, and a loss of personal, organizational, and public trust. While not easily quantified, these costs are real and seriously affect DON's ability to accomplish its mission.

Sexual harassment can result or occur in a variety of circumstances.

Department of the Navy Harassment Prevention Training

The victim as well as the harasser may be any gender. The victim does not have to be of the opposite sex.

The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.

And the victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

On screen:

Sexual Harassment

- Economic costs of sexual harassment are significant
- Negative effects on productivity and readiness include:
 - Increased absenteeism
 - Greater personnel turnover
 - Lower employee morale
 - Decreased effectiveness
 - Lawsuits
 - Negative publicity
 - Lengthy formal investigations
 - Loss of personal, organizational, and public trust
- Sexual harassment can occur in a variety of circumstances
 - The victim as well as the harasser may be any gender
 - The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee
 - Victim does not have to be the person harassed but could be anyone affected by the offensive conduct

Source: SECNAVINST 5300.26E, EEOC

PAGE 6

Audio:

Inappropriate behaviors, including sexual harassment and sexual assault, may occur across a continuum of harm.

All employees have a responsibility to contribute to a climate of dignity and respect.

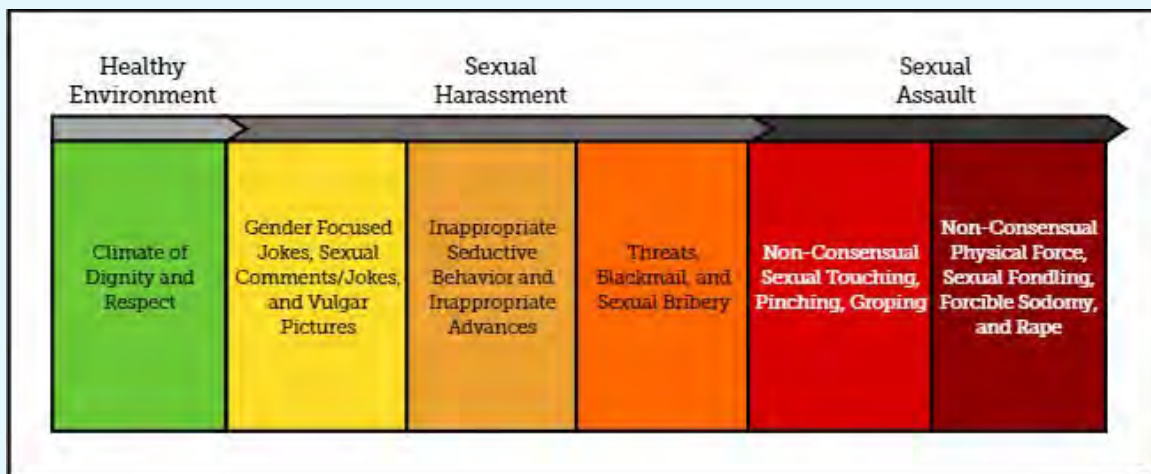
We do that by respecting and supporting each other, respecting personal boundaries, working collaboratively, and refraining from sexual, gender-based, or threatening comments.

We build trust by openly communicating.

When we don't have a healthy workplace and we have a toxic climate or allow inappropriate joking or displays of sexual content, we create an environment that is more conducive to sexual harassment and sexual assault.

On Screen:

Responsibilities as an Employee



PAGE 7

Audio:

If you feel that you have been the subject of harassment or retaliation for reporting harassment, you should take action as soon as possible. If you feel comfortable enough to talk with the person you feel has harassed you, let them know that their conduct toward you is unwelcome, unacceptable, and must not continue.

Department of the Navy Harassment Prevention Training

If you observe instances of harassing behavior in a DON work environment, you are also encouraged to report them.

You can report incidents of harassment, including sexual harassment, to your organization's designated Harassment Prevention and Response Program Coordinator, your servicing Human Resources Office, your supervisor, the alleged harasser's supervisor, or your servicing Equal Employment Opportunity (EEO) Office, if the situation involves unlawful discriminatory harassment.

It's important that you keep good documentation to support your claim of harassment. Document every incident in writing with details about the other person's behavior and how you responded to it.

Reports of sexual harassment will be investigated in accordance with 10 U.S. Code Section 1561 or SECNAVINST 5300.26E, even if the employee chooses not to pursue the EEO complaint process.

A link to these resources can be found on the Resources page of this training site.

On screen:

Reporting Harassment or Retaliation

If you believe you have been the subject of harassment or retaliation for reporting harassment or observe harassing behavior in a DON work environment:

- Respond promptly
 - If comfortable, tell the offender that their conduct is unwelcome, is unacceptable, and must STOP
- Report situation
 - To your organization's designated Harassment Prevention and Response Program Coordinator
 - To your servicing Human Resources Office
 - To your supervisor, the alleged harasser's supervisor, or
 - To your servicing Equal Employment Opportunity (EEO) Office, if the situation involves unlawful discriminatory harassment
- Document
 - Every incident in writing with details about the other person's behavior and how you responded to it

Note: Reports of sexual harassment will be taken seriously and investigated.

PAGE 8

Audio:

If you feel that you have been the subject of unlawful discriminatory harassment, retaliation, or sexual harassment, you have a right to pursue the matter through the EEO process. To file an EEO complaint, you must contact the servicing EEO Office within 45 days of the most recent alleged harassing incident.

You can also report the incident to your supervisor or the alleged harasser's supervisor.

As with any other report of harassment, it's important that you keep good documentation to support your claim. Document every incident in writing with

details about the other person's behavior and how you responded to it and any witnesses who may have overheard or witnessed the harassing behavior.

On screen:

Reporting Unlawful Discriminatory Harassment or Retaliation

What to do if you have been harassed (either sexually or non-sexually) in violation of EEO laws:

- Respond promptly
 - If comfortable, tell the offender that their conduct is unwelcome, is unacceptable, and must STOP
- Report situation within 45 days of the most recent alleged harassing incident
 - To your supervisor, the alleged harasser's supervisor, or to your servicing Equal Employment Opportunity (EEO) Office if situation involves unlawful discriminatory harassment
- Document
 - Every incident in writing with details about the other person's behavior and how you responded to it and any witnesses who may have overheard or witnessed the harassing behavior

PAGE 9

Audio:

Reports of harassment may be made anonymously either by requesting anonymity at the point of intake, or through a system of submission that does not require the individual making the report to disclose their identity.

Information concerning the reporter as a victim of or a witness to alleged harassment may be revealed, however, as part of the response process.

Therefore, complete anonymity cannot be guaranteed.

On screen:

Anonymity in Reporting

- Reports of harassment may be made anonymously by:
 - Requesting anonymity at the point of intake
 - Through a system of submission that does not require the individual making the report to disclose their identity
- Information concerning the reporter as a victim of or a witness to alleged harassment may be revealed, however, as part of the response process
- Therefore, complete anonymity cannot be guaranteed

PAGE 10

Audio:

It is the DON's policy that a model workplace be maintained free from harassment and other forms of discrimination based on race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability, and genetic information. Accordingly, the DON has zero tolerance for harassment or any other form of unlawful discrimination.

The system used to impose discipline against an offender when harassment is substantiated depends on whether the offender is a DON employee or an active duty Service member.

Shown here are the range of possible disciplinary actions that can be taken against offenders for engaging in unlawful discriminatory harassment.

On screen:

Disciplinary Systems

Disciplinary systems vary depending on whether the offender is a DON employee or an active duty Service member; however, the standard ZERO TOLERANCE is imposed on all personnel associated with federal property and functions.

Offender	Responsible Authority	Plausible Closure
Military member	Military superior	Captain's Mast
Civilian employee	Supervisor	Reprimand to removal

PAGE 11

Audio:

During this training we discussed the DON's zero tolerance policy on harassment, what constitutes harassment, the different types of harassment, and what you should do if you feel you have been harassed.

Let's take a moment to see what you've learned.

On screen:

Knowledge Check

Knowledge Check 1

On screen:

QUESTION

If you feel you have been harassed, you should:

- A. Ignore the problem. Addressing the issue will only escalate problems.
- B. Respond promptly. If comfortable, tell the offender that the conduct is unwelcome.
- C. Document every incident in writing with details.
- D. Both B and C

Knowledge Check 2

On screen:

QUESTION

A hostile work environment is created when harassing conduct:

- A. Interferes with employee's work performance
- B. Creates an intimidating, hostile, or offensive work environment
- C. In some ways affects the employee's employment
- D. All of the above

PAGE 12

Audio:

This concludes the Department of the Navy Harassment Prevention training course.

Thank you for participating. Please wait while your record is updated.

On screen:

Thank you for participating!

Please wait while your record is updated.

To receive credit for this training, please contact your local training coordinator.

(The content of external links to non-Federal Agency websites is not endorsed by the Federal Government and is not subject to Federal information quality, privacy, security, and related guidelines.)