



DEPARTMENT OF THE NAVY
COMMANDER, MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

IN REPLY REFER TO

5354

Ser N00/002175

16 JUL 2013

MEMORANDUM FOR DISTRIBUTION

Subj: SEXUAL HARASSMENT POLICY

Ref: (a) SECNAVINST 5300.26D

1. As Commander and Equal Opportunity Officer, I am personally committed to creating and maintaining an environment at Military Sealift Command (MSC) that encourages productivity and respect for human dignity. At MSC, all military personnel and employees are responsible for preventing sexual harassment and taking appropriate corrective action if necessary. I will not tolerate sexual harassment and will take immediate action to investigate and address any reported incidents.
2. Prevention is the best approach for eliminating sexual harassment. Any MSC employee, military, civilian, or contractor who engages in sexual harassment while conducting business for the federal government is violating Navy policy in reference (a) and will be subject to administrative/disciplinary action.
3. Leaders will ensure their military personnel and employees receive annual training on the Prevention of Sexual Harassment. Leaders will not hinder personnel from using the chain of command to report any incidents of sexual harassment. Further, leaders will ensure individuals who feel they are being sexually harassed are permitted to file a complaint without fear of reprisal or intimidation.
4. It is the responsibility of all to treat one another with dignity and respect. This policy is a revision of the previous policy dated 4 May 2012. This memorandum shall be widely disseminated and prominently posted on official bulletin boards throughout the workplace and MSC websites for viewing.

A handwritten signature in black ink, appearing to read "T. K. Shannon".

T. K. SHANNON