



COMMAND POLICIES RELATING TO EQUAL EMPLOYMENT OPPORTUNITY

The ability of the Navy to meet the complex needs of our nation and the American people rests on the shoulders of our dedicated and hard-working Sailors and Civilians. The Navy must position itself to attract, develop and retain a top-quality workforce that can deliver results and ensure our nation's continued growth, prosperity, and security. EEO in the workplace is key to accomplishing this goal. To develop a competitive, highly qualified workforce, the Navy must fully utilize all workers' talents.

All Pacific Missile Range Facility (PMRF) employees and applicants for employment shall be provided EEO regardless of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability (mental or physical), or genetic information (i.e., genetic testing or family medical history). EEO laws also protect individuals from reprisal for engaging in protected EEO activity (e.g., participating in the EEO process or reasonably opposing workplace discrimination). EEO covers all personnel/employment programs, management practices, and decisions, including but not limited to recruitment, hiring, merit promotions, transfer, reassignments, training and career development, benefits, and separation.

I fully expect all of us to support the Department of Navy's EEO policies and initiatives and comply with federal laws including the requirement to provide reasonable accommodations to qualified employees and applicants with disabilities, limitations related to pregnancy, childbirth, and related medical conditions, and sincerely held religious beliefs.

All PMRF personnel, myself included, are responsible for supporting Navy EEO goals and objectives and maintaining the highest standards of honesty, integrity, impartiality, and conduct. Discriminatory conduct, including harassment and retaliation, is unacceptable and will be treated as misconduct. Substantiated acts or conduct which contributes to discriminatory practices will result in corrective administrative or disciplinary action. **UNLAWFUL DISCRIMINATION WILL NOT BE TOLERATED ON BOARD PMRF.**

All personnel have the right to present EEO complaints without fear of intimidation, reprisal, or harassment. Employees, former employees, and applicants for employment who believe they have been subjected to unlawful discrimination and wish to initiate a complaint must contact an EEO Counselor within 45 calendar days from the day the discrimination occurred, or when they learned of it. To reach an EEO Counselor, contact USPACFLT EEO Office (ROS) at (808) 471-0241 or CNRH EEO (BOS) at (808) 471-4871.

EEO is essential to a high state of readiness, morale, discipline, and effectiveness. The enthusiastic support of all hands to achieve a fully integrated workforce committed to creating and supporting an environment where exemplary professional behavior and courtesy flourish, and equal opportunity exists for all.

B. A. STEVENSON
Captain, U. S. Navy
Commanding Officer



COMMAND POLICIES RELATING TO EQUAL OPPORTUNITY

I am firmly committed to the principles of the Equal Opportunity (EO) Program set forth by the Department of the Navy, Department of Defense and the President of the United States. These principles are premised upon equal treatment for all. All personnel on board the Pacific Missile Range Facility (PMRF) will receive fair treatment and equal employment opportunity to strive for excellence in all aspects of their Navy life. Personnel shall be evaluated only by performance, fitness and capability. Race, color, sex, national origin, religion, age, disability, or sexual orientation shall have no bearing whatsoever.

The Commanding Officer is responsible for ensuring that the Navy EO goals and objectives are supported. The individual is responsible for taking prompt action to counter discriminatory practices. All of us on board PMRF shall be responsible for maintaining the highest standards of honesty, integrity, impartiality and conduct.

Discrimination is unacceptable conduct and will not be tolerated. Substantiated acts or conduct which contributes to discriminatory practices will result in corrective administrative or disciplinary action. **DISCRIMINATION OF ANY FORM WILL NOT BE TOLERATED ON BOARD THE PACIFIC MISSILE RANGE FACILITY.**

All personnel have the right to present EO complaints without fear of intimidation, reprisal or harassment. Individuals will be advised of the procedure to file an EO complaint.

EO is essential to a high state of readiness, morale, discipline and effectiveness. We need the enthusiastic support of all hands to achieve a fully integrated work force committed to creating and supporting an environment where exemplary professional behavior and courtesy flourish and equal opportunity exist for all.

B. A. STEVENSON
Captain, U. S. Navy
Commanding Officer



DIVERSITY POLICY STATEMENT

I am committed to ensuring that diversity is a Pacific Missile Range Facility (PMRF) top priority. Diversity and inclusion of our civilian and military force is integral to our overall readiness and mission accomplishment.

I fully support and expect all members of PMRF team to embrace the Navy' Diversity Strategy, which is centered on leadership, mentorship, and public service. Leaders must promote a common understanding of this policy to make it a reality. Doing so will strengthen our command and the Navy, and continue our legacy of sustaining a high quality and inclusive all volunteer force.

Diversity encompasses more than race and gender. It accepts differences in thought, backgrounds, and experiences. The "melting pot" moniker affixed to our Nation is a point of pride and a source of strength for conquering any challenge. It is also about creating opportunity for all, where each individual's contribution is valued and respected.

In order to apply the CNO's tenets to consider warfighting first, operate forward, and be ready with an all-volunteer naval force, we must recruit, develop, and retain the best and the brightest personnel. We must invest in the development of our people and ensure a strong culture of mentorship so that each individual is empowered to reach their full potential. Leadership must be aligned, act to promote trust in the organization, improve leadership cohesion, and advance organizational commitment. We must eliminate all behaviors that go against our core values.

Our commitment to Navy Core Values and the full utilization of our diverse talent enable us to achieve our missions of training the fleet and providing the test and evaluation community the ideal environment for success.

Together, we must ensure PMRF and our Navy remain top career choices for the citizens we protect and serve.

B. A. STEVENSON
Captain, U. S. Navy
Commanding Officer



COMMANDER' S POLICY MEMORANDUM COMMAND CLIMATE AND PROFESSIONALISM

I am committed to ensuring a respectful, motivational, and ethical command climate that promotes diversity and enables all to develop and contribute their very best. We treat others as we expect to be treated. Professionals live according to high ethical and interpersonal behavior standards. As a member of the Pacific Missile Range Facility (PMRF), you are a professional. Professionalism includes the way we communicate, the appearance of our workspaces, the way we dress, and how we interact with each other. Every employee has an obligation and a duty to exhibit professional personal behavior that is conducive to creating a respectful environment. I expect us all to behave professionally in order to create and sustain a positive work environment and command climate.

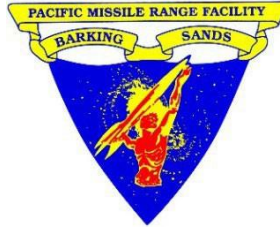
Any behavior, any action, any practice that denigrates, demeans, belittles, or otherwise deliberately offends an individual is incompatible with such a climate.

By issuance of this policy, I am clearly defining the need to create and sustain a climate that values and respects every member of the PMRF Ohana. **My expectation is clear; I require that every employee seeks excellence beyond that of the minimum acceptable moral, ethical, and legal requirements.** I expect that every employee will behave in a manner designed to create an inclusive and respectful working environment. Moral and ethical considerations look to the individual and establish what we can and should do. Behavior and communication styles common outside the workplace are not always acceptable within the workplace.

Derogatory (off color, racist, sexist, ageist, race/gender/sexual preference/culture based, etc.) remarks, jokes, comments, and discussion are inappropriate and will not be tolerated. Offensive and inappropriate material (including but not limited to offensive symbols, flags, posters, or other displays) - posted, worn or otherwise present on PMRF property - will not be tolerated. **Disrespectful behavior, profanity, and inappropriate conduct will not be tolerated.** If you are doing it - stop. If you see it - report it to your supervisor.

I expect every employee to help create and sustain a positive command climate and I will hold supervisors accountable for ensuring we achieve this vision.

B. A. STEVENSON
Captain, U. S. Navy
Commanding Officer



COMMAND POLICIES RELATING TO EXTREMISM, HATE OR SUPREMACIST GROUPS

I am firmly committed to **ZERO** tolerance for any personnel, military or civilian, who participate, condone, engage in or foster extremism, hate groups or supremacist causes or activities. These groups attempt to fracture organizations and cause division based on race, color, sex, religion, sexual orientation or national origin and advocate the use of violence to deprive individuals of their civil rights.

The U. S. Navy and the Pacific Missile Range Facility do not tolerate the activities, actions and beliefs of these groups. Personnel found engaging in extremist, supremacist or hate groups, either overtly or covertly, will be dealt with appropriately under the Uniform Code of Military Justice or applicable regulations.

I am responsible for ensuring that Navy policy is understood and enforced against extremism, hate groups or supremacist activities. Individuals are responsible for reporting any such activities to the chain of command immediately.

Our collective responsibility, accomplished through awareness, training, and education, is to promote a work environment that is free of discrimination, hate, and violence. The only acceptable conduct with respect to extremism, hate, or supremacist groups is **ZERO TOLERANCE**.

B. A. STEVENSON
Captain, U. S. Navy
Commanding Officer



WORKPLACE VIOLENCE POLICY STATEMENT

As the Commanding Officer, Pacific Missile Range Facility, I am personally committed to providing a safe work environment for all employees. Violence or the threat of violence will not be tolerated. Individuals who commit such acts will be removed from the premises and may be subject to disciplinary actions, criminal penalties, or both. It is the duty of every supervisor and employee to maintain this policy and to promptly report incidents of violence and any of the following indicators of violent behavior.

- Expressing direct or veiled threats of harm.
- Engaging in intimidating, belligerent, harassing, bullying or other aggressive behaviors.
- Experiencing numerous conflicts with supervisors and other employees.
- Bringing a weapon and or brandishing a weapon in the workplace.
- Making inappropriate references to guns or a fascination with weapons.
- Showing blatant interest with incidents of workplace violence.
- Indicating approval of the use of violence to solve problems.
- Identifying with the perpetrators of workplace homicides.
- Demonstrating desperation over professional or personal problems.
- Articulating thoughts about the possibility of suicide.
- Exhibiting extreme changes in attitude and or behavior.
- Displaying drug and or alcohol abuse, particularly where abuse did not previously exist.

POLICY: Every military member, civilian employee, or contractor at this command SHALL:

- Immediately report threats and or assaults committed on base that require immediate attention to the Base Police by calling 335-4523 from any base phone. When dialing 911 from a cell phone, inform the operator that you are on board Pacific Missile Range Facility so they may notify Base Police or call directly to the Base Police Dispatch Center at (808) 335-4523.
- Refer all serious violations of Federal or State laws to the Naval Criminal Investigation Services at (808) 474-1218.
- Supervisors shall contact security at (808) 335-4523 prior to terminating employees.
- Civilians requiring employee counseling may be referred to the Civilian Employee Assistance Program provided by the Fleet and Family Resource Center at (808) 474-1999 ext. 6204 or 6206.

I am counting on **YOU** to be actively involved in maintaining a safe work environment for all.

B. A. STEVENSON
Captain, U. S. Navy
Commanding Officer



COMMAND POLICIES RELATING TO HARASSMENT

I expect each member of the Pacific Missile Range Facility (PMRF) team to cultivate a work environment of dignity and respect. It is our collective and individual responsibility to ensure our Navy is free from harassment (sexual & non-sexual) and other forms of discrimination. To this end, all members must participate in annual and continuous training in the prevention of harassment, as prescribed by my program managers or higher authority.

Harassment of any kind will not be tolerated. For the purposes of this policy, *harassment* is defined as behavior that is unwelcome or offensive to a reasonable person and that creates conditions that unreasonably interfere with work performance or create an intimidating, hostile or offensive work environment. Harassment also 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.

Harassment can be verbal, written, or physical (e.g., gestures) and can occur in person, on virtual platforms (e.g., Teams, social media) or through other means and mediums (e.g., e-mail or telephone).

Harassment prohibited by this policy includes, but is not limited to, unwelcome or offensive conduct based on protected Equal Employment Opportunity (EEO) categories of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information (e.g., genetic tests or family medical history), or reprisal for protected EEO activity (i.e., opposition to prohibited discrimination or participation in the statutory complaint process).

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made explicitly or implicitly a term or condition of a person's job, pay, career, or employment; (2) submission to or rejection of such conduct is used as a basis for career or employment decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct: unwanted physical contact; offensive jokes or stories; epithets; ridicule or mockery; insults or put-downs; 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 or disability, displays of racially offensive symbols; hazing; bullying; cyber harassment; making obscene or lewd comments or gestures; or commenting on a person's body or sexual characteristics. This list is not exhaustive.

PMRF will not tolerate harassment by anyone in the workplace - supervisors, co-workers, or non-employees. Harassment will be treated as misconduct, even if it does not rise to the level of harassment actionable under federal civil rights laws. PMRF will take corrective action to prevent or address harassing conduct before it becomes unlawful.

Retaliation against individuals for reporting or filing a complaint of harassment, providing information as part of an inquiry, refusing to follow orders that would result in harassment, or resisting sexual advances or intervening

to protect others, *is prohibited*. Prohibited retaliatory behaviors include: reprisal (taking, threatening, or recommending to take an unfavorable personnel action or withholding, threatening, or recommending withholding a favorable personnel action), ostracism, maltreatment, and criminal acts for a retaliatory purpose. Anyone engaging in retaliatory behavior will be subject to appropriate corrective action.

Harassment Reporting Options

Civilian employees who believe they have been subjected to or observe harassing conduct or retaliation in violation of this policy can report to:

- a. The PMRF Anti-Harassment Coordinator (AHC) - (808) 335-4500, or
- b. Any supervisor or manager.

PMRF cannot correct harassing conduct if the conduct is not known thus, it is critical that such behavior is reported. Sailors may use the Informal Resolution System (IRS), request Captain's Mast, or file a formal complaint by contacting their respective Command Managed Equal Opportunity Program Manager or Command Climate Specialist. The Navy's Equal Opportunity Advice Line is also available at 1-800-253-0931.

Anyone who experiences offensive conduct is encouraged, if comfortable, to let the person engaging in the conduct know that the behavior is unwelcome.

Inquiries into Allegations of Harassing Conduct

When the alleged victim is a civilian employee, the following procedures apply:

- All supervisors/managers who receive a report of or observe harassing conduct or retaliation shall immediately inform the PMRF AHC.
- When the AHC receives a report of harassing conduct or retaliation, s/he will work with PMRF's N02 to ensure that (1) prompt and appropriate action is taken to prevent further harassing conduct or retaliation from occurring, including granting interim relief, if appropriate, while the allegations are being investigated; and (2) a fact-finding inquiry is initiated within three (3) business days. All inquiries shall be prompt, thorough and impartial and will normally be completed within 14 calendar days (with reasonable extensions if needed). All civilian employees and military personnel shall cooperate with any investigation conducted pursuant to this procedure.
- Any information gathered as part of an inquiry and the identity of an individual who submits a report, any witness who provides information regarding a report, and the target of the complaint, will be kept confidential to the extent possible consistent with legal obligations and a thorough and impartial investigation.
- Upon completion of the inquiry, management shall promptly evaluate the evidence and determine the appropriate action to take, if any. Where the inquiry establishes that an employee engaged in harassing or retaliatory conduct, s/he shall be subject to prompt and appropriate corrective action, disciplinary or otherwise, up to and including removal. The AHC shall be informed of the decision, including the decision not to act, and of any disciplinary or remedial actions taken. The AHC will promptly notify the person who initiated the report of the results of the inquiry to the extent permissible by law. Disclosure of information shall comply with the Privacy Act (5 U.S.C. 552a).

When the alleged victim is a Sailor, the procedures of OPNAVINST 5354.1H (Navy Harassment Prevention and Military Equal Opportunity Program Manual.) will be followed.

Notice of Other Processes

EEO Complaint. The PMRF anti-harassment reporting and investigation process described above is separate from the EEO discrimination complaint process under 29 C.F.R. § 1614. A civilian employee or applicant for employment who wishes to pursue an EEO complaint for unlawful discrimination, including harassment or retaliation, based on one or more of the EEO protected categories, must contact an EEO Counselor within **45 calendar days** from the day discrimination occurred, or when they learned of it. To speak with an EEO Counselor, call USPACFLT EEO (ROS) at (808) 471-0241 or Commander Navy Region Hawaii (CNRH) EEO (BOS) at (808) 471-4871.

Grievance. Civilian employees may also utilize the negotiated grievance procedure, if applicable, or the Navy's administrative grievance system (SECNAVINST 127771.2). Grievance procedures may be used even if the unwelcome conduct is not based on an EEO protected category.

B. A. STEVENSON
Captain, U. S. Navy
Commanding Officer

This policy statement shall be posted on all official bulletin boards and disseminated annually to all PMRF employees.



SAFETY POLICY STATEMENT

Safety Compliance. I am fully committed to ensuring all hands are operating safely, professionally, and 100% in accordance with established instructions and procedures at Pacific Missile Range Facility (PMRF). In the absence of specific guidance, we use safety analysis and sound judgment to avoid putting ourselves, a shipmate, our equipment, our facility or live environment at risk. Never accept unnecessary risk. We understand the risks inherent at PMRF and know how and when to mitigate those risks. Never ever compromise on principles or deviate from standards.

Safety Involves Everyone. Safety is everyone's responsibility and must be part of everything we do on and off-duty. Mishaps, hazards, and near miss events must be quickly identified, analyzed, and openly communicated to prevent recurrence. We cannot mitigate risks for hazards that we do not know about. We shall actively promote mishap reduction, promptly correct hazards, and maintain Enterprise Safety Application Management System (ESAMS).

Safety First. Mission Follows. There is no peacetime mission that is critical enough to ever justify cutting corners. If there is doubt, then there is no doubt regarding the safety of any operation. Stop the evolution, address the concern and mitigate the risk. When we are absolutely sure the risk is minimized, continue the operation. Operational Risk Management (ORM) is an integral part of our culture. A 24/7 ORM mindset minimizes risk to others, equipment and property. I expect all members of PMRF, military and civilian alike, to ensure that safety is a top priority in everything we do at PMRF.

B. A. STEVENSON
Captain, U.S. Navy
Commanding Officer