



Michelle C. Skubic
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POLICY STATEMENTS

Anti-Harassment

It is the policy of Naval Supply Systems Command (NAVSUP) to ensure a work environment free from discrimination. Harassment is a form of prohibited discrimination and will not be tolerated. The Department of the Navy's "Zero Tolerance" Policy will be strictly enforced within the NAVSUP enterprise.

Harassment is any unwelcome, hostile or offensive conduct taken on the basis of race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and sexual orientation), national origin, age, disability, genetic information (including family medical history), parental status, marital status, political affiliation, military service, or any other non-merit based factor, or retaliation that interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment is defined as any repeated or unwelcome sexual advance(s), request(s) for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for an employment decision, or decisions, affecting such individual, 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.

Harassing behavior, if ignored or not reported, is likely to continue and become worse rather than go away. Any person who believes that they are a victim of harassment should make it clear to the person harassing them that their behavior is inappropriate, unwelcome and that it must stop. Victims should also inform a supervisor or someone in the chain of command. If you believe you are a victim of harassment, you are encouraged to resolve the situation through the servicing Equal Employment Opportunity (EEO) Office. The EEO office can be reached at navsup_hq_eeo@navy.mil.

Managers and supervisors will ensure that all military and civilian personnel receive annual Prevention of Sexual Harassment Training, are informed of this policy and ensure that discrimination and workplace harassment of any type is eliminated. As we strive to accomplish our mission and maintain public trust, we must carry out our responsibility for maintaining high standards of honesty, integrity, and conduct. ★

Equal Employment Opportunity

As Commander and Equal Employment Opportunity Officer of Naval Supply Systems Command (NAVSUP), I am pleased to convey my personal support to enforce all applicable Federal Equal Employment Opportunity (EEO) laws, regulations, executive orders and management directives to ensure that all individuals are afforded an equal opportunity for success.

NAVSUP employees are protected by federal laws and Presidential Executive Orders designed to prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and sexual orientation), national origin, age, disability, genetic information (including family medical history), parental status, marital status, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions including, but not limited to: recruitment, hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.

Additionally, all NAVSUP employees are protected from retaliation for participating in the discrimination complaint process, requesting a reasonable accommodation, and/or opposing unlawful discrimination. All NAVSUP employees are responsible for upholding EEO principles, and supervisors, managers, and leaders are expected to maintain a work environment that is free of discrimination.

To enforce this policy, the servicing EEO Office administers an impartial and effective complaint management process to address and resolve discrimination complaints at the earliest stage possible. The EEO office can be reached at navsup_hq_eeo@navy.mil.

I am committed to creating a work environment that is free of discrimination and employment barriers and empowers every individual to contribute to the mission of the Navy and the organization. Implementation of this policy is an organizational imperative; all employees should view their commitment to EEO as a matter of personal integrity and accountability. ★

Non-Retaliation

Naval Supply Systems Command (NAVSUP) is firmly committed to operating with a corporate spirit of trust and integrity in all our conduct. Our mission, vision, and strategic plans define goals to be achieved without resorting to moral compromise. NAVSUP internal controls and operating procedures are intended to detect and prevent or deter improper activities; however, even the best systems of control cannot provide absolute safeguards. In such instances, individual employees may be compelled to report irregularities.

Retaliation against individuals for opposing unlawful discrimination, for participating in the discrimination complaint process, or for requesting a reasonable accommodation is unlawful and will not be tolerated; these actions are considered protected activities. Other protected activities include reporting fraud, waste, and abuse in government practices. I fully support the rights of all employees to engage in protected activity under civil rights statutes, Executive Orders and whistleblower protection laws. I will work aggressively to protect employees from reprisal for participation in such protected activities and I expect all managers to do the same. I am also hereby notifying all employees of their rights to these fundamental protections pursuant to Federal Equal Employment Opportunity laws and the Notification and Federal Employee Anti-discrimination and Retaliation (No Fear) Act of 2002.

I will hold all managers—military and civilian—accountable for maintaining a workplace that is free from retaliation. I encourage and expect all employees to report instances of perceived retaliation to your immediate supervisor. If you are not comfortable raising those issues via your chain of command, you should contact the NAVSUP IG hotline at (717) 605-5616 (DSN) 430-5616, 1-800-944-8630 or email: navsupqhotline@navy.mil or contact your servicing Equal Employment Opportunity (EEO) Office for advice and assistance at navsup_hq_eeo@navy.mil. If applicable, you may contact your local Ombudsman for advice and assistance. The EEO Office, IG, and Ombudsman have been tasked with monitoring these communications and retaliation issues and with providing recommendations for corrective action to me.

With our mission of service, we hold a unique position of public trust and are committed to complying with all laws relating to our business. ★

Small Business

The Naval Supply Systems Command (NAVSUP) is committed to employing small businesses as we deliver sustained global logistics and quality-of-life support to the Navy and Joint warfighter.

NAVSUP supports the role that small businesses play in America's security and prosperity, recognizes their contributions to financial stability within the marketplace, and appreciates the critical role that small businesses play in helping NAVSUP accomplish our mission.

The federal government's, and the Department of the Navy's, policy is to provide "maximum practicable" prime and subcontract opportunities to small business. To ensure this policy is fulfilled, targets are assigned in various small business categories. NAVSUP applies this policy to procurements for supplies and services whether they are bought using the government purchase card, purchase orders, or contracts. Long-term and strategic sourcing relationships with small businesses are very important, and we will continue to seek opportunities to promote these relationships.

As Commander NAVSUP, I emphasize that the success of the Small Business Program requires the collaborative efforts of all acquisition personnel and industry partners. I challenge our acquisition community, including contracting officers, requiring officials, and small business professionals, to promote maximum socio-economic opportunities in all phases of our acquisition process. ★

Occupational Safety

The safety and health of all Naval Supply Systems Command personnel is a vital component of our success. My corporate vision is to provide a safe and healthful workplace, free of all recognized hazards, where everyone is committed to making safety a 24/7 priority. This mindset should extend beyond work-to home and during recreational activities.

People are our most valuable resource. Employee injuries result in needless pain and suffering, negatively impact our ability to perform our mission, and needlessly increase costs to the Federal Employees' Compensation Act program. Therefore, it is the responsibility of everyone, and a direct function of an aggressive and comprehensive Safety and Occupational Health (SOH) program, to pursue a safe and healthful working environment.

Incorporate SOH into daily decisions and activities, making safety an integral part of life. An effective SOH program is an all-hands effort. Give consideration to the risks inherent within any activity you undertake and take steps to mitigate those risks.

A successful safety posture is only achieved through the commitment of every level of the organization. Any hazards, mishaps or near-miss events must be quickly identified, analyzed, and openly communicated so lessons learned may prevent mishaps or their recurrence. Also, we cannot actively mitigate risks when hazards are unreported. Under no circumstances will any employee experience any form of adverse action for bringing a potential hazard or unsafe situation to management's attention. Supervisors are tasked to promptly address specific concerns and make immediate corrections if necessary.

Personnel may review copies of OSH administrative regulations, the Hazard Communication Plan and other OSH related documents at their local safety and health storefront. Access to individual military occupational health medical records is provided to employees upon reasonable request by contacting the servicing Branch Medical Clinic.

Our Safety Program is indispensable to mission success. Act thoughtfully and participate responsibly in making safety and occupational health our way of life. ★