

## Additional References

### SECNAVIST 5300.26D DON Policy on Sexual

**Harassment:** [https://](https://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-300%20Manpower%20Personnel%20Support/5300.26D.pdf)

[doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-300%20Manpower%20Personnel%20Support/5300.26D.pdf](https://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-300%20Manpower%20Personnel%20Support/5300.26D.pdf)

**Title VII Civil Rights Act of 1964:** <https://www.eeoc.gov/laws/statutes/titlevii.cfm>

### Equal Employment Act, 1972:

[https://www.eeoc.gov/eeoc/history/50th/thelaw/eo\\_1972.cfm](https://www.eeoc.gov/eeoc/history/50th/thelaw/eo_1972.cfm)

### 29 C.F.R. Part 1604.11 - guidelines on

**Discrimination because of Sex:** [https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title29/29cfr1604\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title29/29cfr1604_main_02.tpl)

### Equal Employment Opportunity Commission (EEOC) - Policy Guidance on Current Issues of

**Sexual Harassment:** <https://www.eeoc.gov/policy/docs/currentissues.html>

### Management Directive 110: [https://](https://www.eeoc.gov/federal/directives/md110.cfm)

[www.eeoc.gov/federal/directives/md110.cfm](https://www.eeoc.gov/federal/directives/md110.cfm)

### Equal Employment Opportunity Commission

**(EEOC):** <https://www.eeoc.gov/>

## Important Websites and Contact information

**MCI-East:** <http://www.mcieast.marines.mil/>

**Intranet:** <https://www.lejeune.marines.mil>

**Intranet:** <https://intranet.mcieast.usmc.mil>

**Defense Equal Opportunity Management Institute:**  
<http://www.deomi.org>

**Department of Labor EEO Laws:** <http://www.dol.gov>

**Department of Justice:** <http://www.usdoj.gov>

### Computer/Electronics Accommodations Program (CAP):

The mission of CAP is to provide assistive technology and accommodations to support individuals with disabilities and wounded, ill and injured Service members throughout the Federal Government in accessing information and communication technology.  
<http://cap.mil/>

## MCI-East EEO Office Contact Information

Deputy EEO Officer:

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EEO Specialists:

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## Sexual Harassment and Other Forms of Unlawful Harassment



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## Facts About Sexual Harassment

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It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, it can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both the victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be a victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

A victim of harassment need not always confront her harasser directly so long as her conduct demonstrates the harasser's behavior is unwelcome.

## Types of Sexual Harassment

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Sexual harassment is not limited to making inappropriate advances; it may include any unwelcome verbal or physical behavior that creates a hostile work environment such as: sharing sexually inappropriate images or videos, sending suggestive letters, notes, or emails, displaying inappropriate sexual images or posters in the workplace, telling lewd jokes, making inappropriate sexual gestures or comments, whistling, making sexual comments about appearance, clothing or body parts, inappropriate touching, asking sexual questions such as questions about someone's sexual history or their sexual orientation, and making offensive comments about someone's sexual orientation or gender identity.

These are just some examples of sexual harassment. Any action that creates a sexual hostile environment is considered sexual harassment, and the victim of the harassment may not be just the target of the offense, but anyone who is affected by the appropriate behavior.

Non-sexual harassment is not limited to these examples, it includes any comment, action, or type of behavior that is threatening, insulting, intimidating, or discriminatory and upsets the workplace environment. Other actions regarding religion, race, age, gender, or skin color can also be considered harassment if they interfere with an employee's success or conjure a hostile work environment.

## How to Handle Workplace Harassment

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Prevention is the best tool to eliminate harassment in the workplace. Employers are encouraged to take appropriate steps to prevent and correct unlawful harassment.

Managers should clearly communicate to employees that unwelcomed harassing conduct will not be tolerated. They can do this by supporting the use of the established complaint or grievance processes, providing anti-harassment training to their supervisors and employees, and taking immediate and appropriate action when an employee complains.

Employers should strive to create an environment in which employees feel free to raise concerns and are confident that those concerns will be addressed. Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation.

If you have been subjected to workplace harassment or any other form of unlawful harassment, you must first notify your supervisor immediately or contact the Equal Employment Opportunity Office at any of the numbers located at the back of this trifold.