



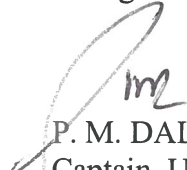
## NAVAL SUPPORT ACTIVITY MONTEREY ENVIRONMENTAL POLICY

Naval Support Activity Monterey and our tenant activities recognize environmental excellence as a cornerstone of mission accomplishment. To meet this standard, we have established a goal of protecting and conserving our environment through active stewardship in accordance with Executive Order 13423, Strengthening Federal Environmental, of pollution, and compliance with all environmental laws and regulations. This commitment will be accomplished through an aggressive Environmental Management System (EMS) and a process of continual improvement.

In recognition of this responsibility to installation staff, tenants, students, contractors, and neighbors, we commit to:

- Conserving natural resources by reducing, reusing, recycling, and purchasing products made from recycled materials;
- Integrating environmental values into planning, decision-making, and business practices;
- Conserving natural resources, including energy and water;
- Continuing to address the installation's work on the significant environmental aspects of **solid waste management and water conservation.**
- Conducting routine management reviews to assess progress towards our environmental goals and objectives;
- Being environmentally responsible to ensure the protection of the environment and public health and safety; and
- Ensuring this policy is communicated to all personnel and contractors in order to define their roles and responsibilities as stewards of the environment.

I am personally committed to fully implementing these environmental goals. For further information, please contact Mr. Todd Wills, my EMS Program Manager at 831-656-2850.

  
P. M. DALE  
Captain, U.S. Navy  
Commanding Officer



## NAVAL SUPPORT ACTIVITY MONTEREY SAFETY AND OCCUPATIONAL HEALTH POLICY

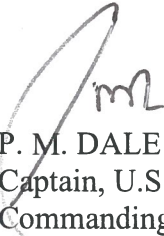
Thorough mission execution requires safety and health to be an imbedded as part of not only our workplace culture, but also as an integral component to the activities we engage in during our off duty hours. Injuries and illnesses significantly impact our ability to complete our missions and have direct effect on operational readiness. Therefore, I am fully committed to preventing personal injury and illness as well as damage to plants, property, and our environment by equipping the right people with the requisite knowledge to create and maintain a workplace free of hazards to faculty, staff, students and visitors.

A safe and healthy work environment is achieved through intrusive leadership, utilization of basic Operational Risk Management principles and attention to details. Safety and occupational health is a fundamental, deck-plate responsibility of every installation manager and supervisor. All operations shall be planned by examining the risks and implementing hazard controls prior to execution.

Management commitment to the Naval Occupational Safety and Health (NAVOSH) Program consisting of accountability, engaging in continuous communications, recognizing employee occupational safety and health efforts, and reviewing accidents/incidents is essential to our success. Similarly, employee NAVOSH Program involvement to include the reporting of hazards, unsafe work practices, and mishaps and communicating with each other about unsafe actions and conditions are necessary components to mishap prevention.

The installation NAVOSH Office, Code N35, administers our safety and occupational health program, maintains pertinent occupational safety and health standards, provides direct consultation to all personnel, and serves as the focal point on all safety and health related matters. The Enterprise Safety Application Management System (ESAMS) has been chosen as the safety application to be utilized by all personnel.

This policy statement serves to express management commitment at Naval Support Activity Monterey to provide a safe and healthful workplace for our military and civilian employees. Safety is a core value at this command. Compliance with all safety rules will be required of all military personnel as a direct order and required by all civilian employees as a condition of their employment.



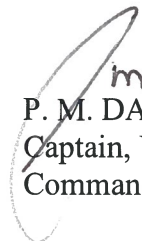
P. M. DALE  
Captain, U.S. Navy  
Commanding Officer



## NAVAL SUPPORT ACTIVITY MONTEREY EQUAL OPPORTUNITY POLICY

People are our most valuable resource. During these times of limited resources, it is particularly important we take positive actions to ensure compliance with Navy regulations and Federal mandates regarding Equal Opportunity for service members and Equal Employment Opportunity for civilian employees. We must ensure fair and equitable treatment of both military and civilian personnel, and nurture the competitive edge diversity brings. Our actions must be such that race, color, religion, sex, gender, age, physical or mental disability, or national origin are never inappropriately factored into our decision making processes.

As Commanding Officer, Naval Support Activity Monterey, I am committed to Equal Employment Opportunity. It is my responsibility, and the responsibility of all managers and supervisors, to ensure active/reserve personnel, civil service employees, and contract personnel are provided and maintain a work environment free from discrimination and harassment.



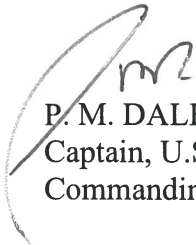
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NAVAL SUPPORT ACTIVITY MONTEREY  
PEOPLE WITH DISABILITIES AND DISABLED VETERAN PROGRAM POLICY

As Commanding Officer, Naval Support Activity Monterey, I reaffirm the Department of the Navy's policy on employment of disabled veterans and qualified personnel who have a physical or mental disability. Disabled veterans and other disabled persons display the same high levels of knowledge, motivation, productivity, and dependability as the non-disabled and their skills are integral to mission accomplishment.

Naval Support Activity Monterey shall actively recruit, train, and retain all personnel in a nondiscriminatory environment. I encourage leadership to exercise initiative and explore increased recruitment, employment, career development, and promotion opportunities for disabled veterans and disabled individuals. Reasonable accommodation for qualified individuals who have a disability shall be made in accordance with applicable regulations.



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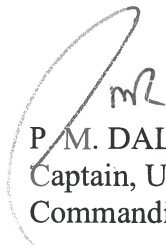


## NAVAL SUPPORT ACTIVITY MONTEREY DIVERSITY POLICY

Diversity strengthens our Nation and our Navy. Today we are challenged to fully utilize our substantial human talent to protect our way of life and ensure the future of our Nation. To meet this challenge, we must leverage our diversity, optimize different perspectives, and be creative in our approach to issues. We must create a working environment where recognition programs, compensation systems, and recruitment and promotion processes support diversity. Heightened diversity awareness plays a key role in garnering talent, supporting inclusiveness, and leveraging creativity born of different cultures, backgrounds, and life experiences.

It is imperative that we support and demonstrate the value of diversity by mandating that a person be evaluated on their performance regardless of race, color, national origin, religion, age, sex or genetic information. A workplace predicated on professionalism and respect is a workplace where creativity, collaboration, and a zeal for excellence will flourish. Join me in celebrating our diversity and its many benefits. Our organization and the Nation deserve nothing less.

Each individual, military or civilian, should be encouraged and enabled to reach his or her greatest potential. The fair, equal, and ethical treatment of every service member and employee of Naval Support Activity Monterey is a must. Our goal is to be the employer of choice because we truly value and respect every employee.



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## NAVAL SUPPORT ACTIVITY MONTEREY ALTERNATIVE DISPUTE RESOLUTION POLICY

As Commanding Officer, Naval Support Activity Monterey, I hereby affirm my support of the Commander, Navy Region Southwest Alternative Dispute Resolution (ADR) Program.

ADR includes a variety of methods used to resolve disputes, complaints, grievances, and appeals. These methods include conciliation, facilitation, mediation, and settlement conferences. ADR provides an opportunity to resolve workplace conflicts creatively and effectively in a non-threatening way, and it can result in saving time, energy, and expense associated with protracted conflict and litigation. ADR is a tool that enables us to resolve disputes at the earliest possible stage and the lowest possible level consistent with Navy policy.

Your firm commitment to preventing disputes when possible, resolving disputes when appropriate, and taking full advantage of ADR methods is encouraged and expected as a way of doing business at Naval Support Activity Monterey.

ADR is not a substitute or a replacement for existing administrative processes; such as, the discrimination complaint, grievance, or appeal processes. ADR is voluntary on the part of the aggrieved individual. If a dispute is not resolved through ADR techniques, the individual retains the right to file his or her complaint, grievance, or appeal through the appropriate administrative channel.

I strongly support use of ADR to resolve workplace disputes. All department heads are responsible for encouraging managers, supervisors, and employees to use ADR under appropriate circumstances. In addition, managers and supervisors will cooperate fully with ADR Program officials, to include identifying disputes appropriate for ADR and participating in facilitations and mediations.



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## NAVAL SUPPORT ACTIVITY MONTEREY SEXUAL ASSAULT PREVENTION AND RESPONSE POLICY

Sexual assault is a criminal act that is incompatible with Navy core values. Naval Support Activity Monterey's (NSAM) goal is to reduce incidents of sexual assault and support victims by providing response capability, advocacy and support services, accountability for offenders, and quality prevention education and training.

Leaders at every level have the duty to take appropriate steps to prevent sexual assault. This requires the highest standards of professional and personal behavior. All sailors have the right to a safe and professional work environment, and situations that place individuals at risk of sexual assault should immediately be brought to the attention of leadership. Building a climate of prevention requires all hands to be personally committed to an environment based on mutual respect and trust that recognizes and embraces diversity.

Commanders will support the Sexual Assault Prevention and Response (SAPR) Program in accordance with OPNAV Instruction 1752.1 C, ensuring that victims of sexual assault receive care and support in the form of advocacy, medical care, and counseling services. The NSAM SAPR Program is implemented through the installation Sexual Assault Response Coordinator (SARC) and services are available 24/7.

For services and support individuals can confidentially speak to a Victim Advocate (831-760-2329) or the SARC (831-760-0020). Information can also be accessed via the DoD Safe Helpline at 877-995-5247 or at [www.safehelpline.org](http://www.safehelpline.org). Individuals are encouraged to speak with a SARC or Victim Advocate first to preserve their reporting options.

Commanders will protect all rights of the alleged offender and preserve the integrity of a full investigation by safeguarding the victim, alleged offender, and any witnesses from interviews except those conducted by law enforcement. All alleged offenders are presumed innocent until proven guilty. In order to discourage gossip and speculation, and to protect the privacy of both the victim and alleged offender, it is imperative to keep command notification of an allegation strictly to those with an official need to know. Furthermore, any retaliation, ostracism, or reprisal towards a victim, first responder, or witness participating in an investigation is a crime and will be fully investigated.

We are committed to the prevention of sexual assault and quality services for victims to ensure a high quality of life for all service members and their families.

  
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