

Naval Facilities Engineering Command Southwest COMMANDER'S PERSONAL CONDUCT POLICY

October 2015

As a member of Naval Facilities Engineering Command (NAVFAC) Southwest, you are part of a proud legacy respected throughout the world for being leaders in human dignity and moral examples for society to follow. Being part of that legacy requires that you uphold high standards of personal conduct. Regulations, and our Core Values of Honor, Courage, and Commitment provide a code to which we shall conduct ourselves. Outlined below are special topics and additional guidance that will build and ensure trust, unity, and teamwork in our unit. Acts outside of legal and ethical borders such as adultery, felony, battery, assault, child pornography, domestic violence, etc. bring great discredit to the Navy and will not be tolerated. Federal and Military Service is a calling which demands high standards in judgment and behavior.



CAPT John J. Adametz
Commanding Officer
NAVFAC Southwest

In short, I expect exemplary conduct that is above reproach, engaged leadership at every level of the Chain of Command to prevent destructive behavior and reinforce positive values, promote trust, respect, and professionalism.

Safety. There is nothing we do that is worth inappropriate risk to the life or health of any member. We will emphasize safety in our training, in our planning, and in our daily work routine. We will at all times evaluate our plans and actions through use of a dynamic Operational Risk Management (ORM) Program. Immediate correction of recognized hazards will be our standard. Regardless of rank or position, you will take immediate action to correct any unsafe condition.

Drug Abuse. The Navy's policy is clear, zero tolerance for drug abuse. I fully support the Navy policy.

Alcohol Abuse. Responsible use of alcohol by those of drinking age is completely acceptable. However, irresponsible drinking results in degraded operational readiness, adverse impact on safety, loss of duty hours, reduced efficiency and faulty decision making. Actions of those who abuse alcohol can also result in serious injury or death. Alcohol-related incidents such as Driving Under the Influence (DUI); Driving While Intoxicated (DWI); working while under the influence of alcohol; or unacceptable conduct or behavior where consumption of alcohol was a contributing factor, will not be tolerated. Offenses will likely result in some form of admonishment such as a Significant Problem Evaluation, Page 13, NJP and/or administrative separation. Don't Drink and Drive!

Equal Opportunity and Diversity. It is the policy of the United States Government to provide Equal Employment Opportunity (EEO) for all persons regardless of race, color, national origin, religion, sex, age, reprisal, and genetic information, physical or mental disabilities. NAVFAC Southwest's EEO goals and objectives fully support this policy. I expect all hands to demonstrate superior leadership, communicate effectively, and establish trust, through their words and actions in support our EEO program. All hands will respect the right of equal opportunity for all employees, foster an atmosphere of inclusiveness, mutual respect, and teamwork where the only measures of an individual are merit, fitness, and capability. Sexist, racist, or derogatory religious remarks or slurs are prohibited. All hands are responsible to report or prevent incidents. If in doubt, don't say it. Race, gender, ethnicity, or religion of the offender does not excuse the behavior. We will celebrate and embrace our diversity, and use it to our strength, such that every team member is valued, respected, and can recognize their full personal and professional potential.

Extremist/Hate Groups. Involvement or participation with extremist/hate groups is incompatible with an environment of equal opportunity and fair treatment. All members will reject participation or active support of any organization which espouses supremacist causes, attempts to foster illegal discrimination based on race, creed, color, sex, religion, age, disability or national origin. All personnel will fully support and cooperate in creating an environment where every individual is treated with dignity and respect.

Sexual Harassment. Sexual Harassment is a form of sex discrimination and is prohibited on and off-duty. Sexual harassment is an infringement of a person's right to work in an environment free from unwanted sexual attention or pressure. Most cases of discrimination or sexual harassment are clearly understood to be wrong. Occasionally; however, it may not be clear to someone that they are committing an act that is offensive. If someone's act or statement makes you feel offended, let them know right away. If their behavior does not change, report it to the Chain of Command. If you are told that your actions are making someone uncomfortable - stop immediately.

Domestic Violence. Domestic violence is a real threat to our team and the Navy in general. Abusive behavior by Navy personnel destroys families, detracts from performance, negatively affects the efficient functioning and morale of military units, and can diminish the reputation and prestige of the military service in the civilian community. Domestic violence will not be tolerated. All incidents of domestic violence must be reported to the Family Advocacy Program Representative. Early intervention is critical, and leadership will ensure that every report of domestic violence is investigated and victims are afforded a safe environment. Domestic violence prevention is a proactive process that is essential to maintaining unit readiness.

Hazing. Hazing is conduct which causes another military member to suffer any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate this conduct is hazing. Hazing can be verbal or psychological in nature and actual or implied consent does not eliminate culpability. Hazing in any form is prohibited and will not be tolerated. The appropriate way to recognize a team member's advancement or promotion - a handshake with a hearty, sincere Bravo Zulu on a job well done!

Fraternization. Personal relationships between team members that are unduly familiar and do not respect the differences in rank or grade, or when prejudicial to good order and discipline or discredit to the Navy may result from circumstances which call into question a senior's objectivity, result in actual or apparent preferential treatment, undermine the authority of a senior, or compromise the Chain of Command, are prohibited. The one sentence rule is: if someone works for you, or could potentially work for you, no more than a professional relationship is allowed. When in doubt, ask the Chain of Command.

I will treat any documented complaint seriously. Every NAVFAC Southwest team member has the right to present a legitimate grievance without fear of intimidation, reprisal or harassment. All members of the Command must understand their rights and responsibilities and will be held accountable for their actions. In most cases, the best way to deal with any of the above issues is through your Chain of Command or the Equal Employment Opportunity staff at 619-532-1816. Thank you for your leadership and support!



J. J. ADAMETZ