Section B. Anti-Discrimination and Anti-Harassment

Introduction	The Coast Guard is committed to a workplace where no member of the workforce will be subject to physical or verbal harassment, abuse, violence, or discrimination based on an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, parental status, political affiliation, or any other basis protected by law. Simply, it is committed to an environment free of harassing and discriminatory behavior. Harassment is generally defined as unwelcomed advances, requests for favors, and other physical and verbal conduct when such conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's service performance, or creates an intimidating, hostile, or offensive environment. This also encompasses unwelcome display or communication of sexually offensive materials.
B.1. Responsibilities	The Coast Guard and Auxiliary must have people who serve together effectively to accomplish missions and are responsible for enabling and ensuring this for each of its members.
B.1.a. Fair Treatment	All persons are entitled to be treated fairly and with dignity and respect. All must be allowed to serve and to enjoy an environment free of unlawful discrimination and harassment.
B.1.b. Adverse Effects of Harassment	The economic costs of harassment are significant. Even more harmful are the negative effects of harassment on productivity and readiness. These areas include increased absenteeism, greater personnel turnover, lower morale, and decreased effectiveness. Adverse actions also result in a loss of personal, organizational, and public trust. While not easy to quantify, these costs are real and seriously affect the Coast Guard and Auxiliary's ability to accomplish missions.

B.2. Policy

The Coast Guard is committed to maintaining an environment free from unlawful discriminatory practices and inappropriate behavior. In support of this commitment, the Coast Guard's policy is:

a. All Auxiliarists will receive training in the areas of identification, prevention, resolution, and elimination of harassment.
b. Individuals who believe they have been harassed shall be afforded the opportunity and venues to seek resolutions and remedy. All leaders within the chain of leadership and management will ensure that Auxiliarists are aware of the processes described in this chapter through which to file reports of allegations of harassment. The climate shall not tolerate acts of reprisal, intimidation, or further acts of harassment. All Auxiliarists must be aware of available avenues of resolution and redress.
c. All reported incidents of harassment should be resolved at the lowest possible level. All incidents should be resolved promptly and with sensitivity. Confidentiality will be maintained to the greatest extent possible.
d. Counseling support or referral services will be made available for all persons involved in incidents of sexual harassment.

B.3. Procedures The following procedures apply when addressing harassment issues:

a. Those in leadership or supervisory positions shall not condone or ignore harassment of which they have knowledge, or should have reason to have knowledge.
b. Reprisal action shall not be taken against any person who, in good faith, raises an allegation of, or provides information about, an incident of harassment.
c. Auxiliarists who believe they have been harassed are encouraged to address their concerns or objections about the incident directly with the person demonstrating the harassing behavior. If this approach fails to bring satisfactory results, or places the Auxiliarist at greater risk, the Auxiliarist may file a complaint using the procedures for a civil rights complaint as listed in section D of this chapter.
d. Auxiliarists found to have engaged in harassment, whether in an isolated incident or of a recurring mature that is finally discovered, may be administratively disenrolled from the Auxiliary, or receive an oral or written caution or disciplinary action, depending on the magnitude of the violation.

B.4. Training The following forms of training are provided for Auxiliarists:

a. All Auxiliarists, when joining the Auxiliary, will receive training in the prevention of harassment as part of initial orientation and then once every five years.
b. The Coast Guard Director of Civil Rights (CG-00H) has developed and implemented a training program that includes communications and marketing features. It also contains guides for resolving harassment actions and addressing policies and applicable laws.
c. National and district elected and appointed leaders and District Staff Officers may receive instruction about Coast Guard Anti-Discrimination and Anti-Harassment policy at either the annual National Training Conference (N-TRAIN) or NACON.

B.5. Assistance Assistance on the subject of harassment prevention is available through the Coast Guard Auxiliary Civil Rights Coordinator (CGAUX-CRC).