

**Commandant's Policies 11-6.02-K**

**COMPREHEND** the Commandant's policies regarding the following, as presented in the E-PME Study Guide:

- Sexual Harassment Prevention Policy
- Interpersonal Relationships Policy
- Hazing Policy
- Equal Opportunity Policy
- Diversity Policy Statement

***Commandant's  
Workplace Policies***

Coast Guard policy is to sustain a professional work environment that:

- Fosters mutual respect among all personnel
- Bases decisions affecting personnel, in appearance and actuality, on sound leadership principles.

Commanding officers, officers-in-charge, and supervisors are expected to provide an environment that enhances positive interaction among all personnel through education, human relations training, and adherence to core values.

This section addresses the following workplace issues:

- Sexual Harassment Prevention Policy
  - Interpersonal Relationships Policy
  - Hazing Policy
  - Equal Opportunity Policy
  - Diversity
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***Sexual Harassment  
Prevention Policy***

All members of team Coast Guard have a responsibility for maintaining high standards of conduct.

Sexual harassment is a form of gender discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as a basis of employment decisions affecting such individual
- 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.

Sexual harassment violates our core values of ***Honor, Respect, and Devotion to Duty***. No form of sexual harassment will be tolerated. Every commander, commanding officer, officer-in-charge, and supervisor is accountable for maintaining a work environment that does not tolerate sexual harassment.

All Coast Guard personnel are expected to actively support the Commandant's Sexual Harassment policy. This goes beyond merely refraining from practicing negative actions to actively countering such instances when they occur.

Supervisors have major responsibilities in deterring and dealing with sexual harassment. They are responsible to:

- Call to the attention of their personnel the Commandant's Policy on sexual harassment and firmly state that sexual harassment will not be tolerated
  - Incorporate the sexual harassment policy into the indoctrination briefing for new personnel
  - Ensure that their personnel receive Sexual Harassment Prevention training annually
  - Ensure their personnel know the avenues for addressing violations of the sexual harassment policy
  - Immediately investigate and address all allegations of sexual harassment
  - Take disciplinary action when sexual harassment occurs.
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***Interpersonal  
Relationships  
Policy***

The Coast Guard attracts and retains highly qualified people with commonly shared values of honor, respect, and devotion to duty. These values anchor our cultural and service norms and serve as a common foundation for our interpersonal relationships within the Coast Guard.

Mission success depends on cultivating positive, professional relationships among our personnel. An environment of mutual respect and trust inspires teamwork, assures equal treatment, and grants Service members the opportunity to excel.

Professional interpersonal relationships always acknowledge military rank and reinforce respect for authority. Good leaders understand the privilege of holding rank requires exercising impartiality and objectivity. Interpersonal relationships that raise even a perception of unfairness undermine good leadership and military discipline.

By long standing custom and tradition, commissioned officers, including warrant officers, have leadership responsibilities extending across the Service. Likewise, chief petty officers (E-7 to E-9) have a distinct leadership role, particularly within their assigned command.

Both provide leadership not just within the direct chain of command, but for a broader spectrum of the service. Due to these broad leadership responsibilities, relationships involving officers or chief petty officers merit close attention.

Coast Guard policy on interpersonal relationships has been crafted to be as gender neutral as possible. Positive professional interaction among men and women has proved beneficial to the individuals and the organization in the past.

However, as people work together, different types of relationships arise. Professional relationships sometimes develop into personal relationships

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*Acceptable  
Personal  
Relationships*

Personal relationships, regardless of gender, are acceptable provided they do not, either in actuality or in appearance:

- Jeopardize the members' impartiality
- Undermine the respect for authority inherent in a member's rank or position
- Result in members improperly using the relationship for personal gain or favor
- Violate a punitive article of the Uniform Code of Military Justice (UCMJ).

A relationship, including marriage, does not violate Service policy unless the relationship or the members' conduct fails to meet Coast Guard standards, the standards of conduct set by the UCMJ, or other regulations.

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*Unacceptable  
Romantic  
Relationships*

Romantic Relationships between members are unacceptable when:

- Members have a supervisor and subordinate relationship (including periodic supervision of duty section or watchstanding personnel)
- Members are assigned to the same small shore unit (less than 60 members)
- Members are assigned to the same cutter
- The relationship is between chief petty officers (E-7/8/9) and junior enlisted personnel (E-4 and below)
- The relationship is manifested in the work environment in a way that disrupts the effective conduct of daily business.

The nature of operations and personnel interactions on cutters and small shore units makes romantic relationships between members assigned to such units the equivalent of relationships in the chain of command and, therefore, unacceptable.

This policy applies regardless of rank, grade, or position. It also applies to Reservists in an active status, whether or not on duty.

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*Prohibited Relationships*

Coast Guard policy prohibits the following relationships or conduct, regardless of rank, grade, or position of the persons involved:

- Engaging in sexually intimate behavior aboard any Coast Guard vessel, or in any Coast Guard-controlled work place
- Romantic relationships outside of marriage between commissioned officers and enlisted personnel. (For this purpose, Coast Guard Academy cadets and officer candidates (both OCS and ROCI) are considered officers.)
- Personal and romantic relationships between instructors at training commands and students.

This provision is a punitive general regulation, applicable to all personnel subject to the UCMJ without further implementation. A violation of this provision is punishable in accordance with the UCMJ.

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*Family Relationships*

Service members married to other service members, or otherwise closely related (e.g., parent and child, siblings, etc.), are to maintain requisite respect and decorum attending the official military relationship between them while either is on duty or in uniform in public.

Members married to members or otherwise closely related are not to be assigned in the same chain of command.

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*Personal  
Relationships  
Between Officer and  
Enlisted*

The Coast Guard accepts personal relationships between officer and enlisted personnel, regardless of gender, if they do not violate these provisions.

- Relationships in conflict with these provisions violate the custom of the Service.
- The Service prohibits romantic relationships outside of marriage between officer and enlisted personnel.
- This includes such relationships with members of other military services. Officer and enlisted romantic relationships undermine the respect for authority that is essential for the Coast Guard to accomplish its military mission.
- The Service accepts officer and enlisted marriages that occur before the officer receives a commission.

Lawful marriage between an officer and enlisted service member does not create a presumption of misconduct or fraternization. However, misconduct, including fraternization, is neither excused nor mitigated by subsequent marriage.

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***Hazing Policy***

Hazing, subjecting an individual to harassment or ridicule, is prohibited and will not be tolerated. No service member is to engage in hazing or consent to being hazed. Hazing prevention is an all-hands responsibility.

Hazing is any conduct in which a military member, without proper authority, causes another military member(s) to suffer or be exposed to any cruel, abusive, humiliating, oppressive, demeaning, or harmful activity, regardless of the perpetrator's and recipient's Service or rank. Soliciting or coercing another to conduct such activity constitutes hazing as well. Hazing can also be verbal or psychological in nature as well as physical. Activities meeting these criteria constitute impermissible hazing even if there is actual or implied consent to the acts.

Hazing serves no useful purpose and is contrary to our core values of honor, respect, and devotion to duty; it has no place in our organization. The demeaning, abusive activities associated with hazing inhibit performance, debase personal dignity, and can result in serious injury.

While some observers consider such actions or verbal harassment humorous, hazing really undermines the very morale and esprit de corps it purports to advance.

Our success as an organization depends on the positive and productive attitude and performance of our people. A healthy, positive, professional work environment is essential to enable all our personnel to contribute to mission success. The Coast Guard has no place for dehumanizing treatment. Commands are required to:

- Investigate any hazing incident
- Initiate appropriate administrative or disciplinary action against the perpetrators and those in the chain of command who are determined to have tacitly condoned such practices, either by inaction or neglecting to investigate reported incidents.

Under Coast Guard Regulations, COMDTINST M5000.3 (series), Article 4-1-15, a commanding officer shall “prohibit unit introductory initiations or hazing of personnel.”

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***Additional  
Resource  
Information***

**For additional information relative to hazing, refer to COMDTINST M5000.3 or access the manual at this (untestable) link:**

<http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>

***The information contained in this manual is not testable for this E-PME Study Guide.***

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***Equal Opportunity  
Policy***

Discrimination based on race, color, national origin, sex, age (civilian), disability (civilian), or reprisal for participation in Equal Opportunity (EO) activity is unlawful and is contrary to the principles of sound leadership.

The Coast Guard Civil Rights program, outlined in the Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4 (series) addresses discrimination and should be viewed as a primary aspect of "mission readiness and accomplishment."

When perceived in this manner, a solid Civil Rights program can help a Coast Guard unit achieve its mission. Whenever a case of discrimination arises, the requirements outlined in the Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4 (series) must be followed.

The Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4 (series), is the primary source of information for units when implementing a Civil Rights Program. This manual contains the following topic areas:

- Policies
- Responsibilities of designated officers
- Principle program elements
- Sexual harassment
- Complaint procedures.

***The information contained in this manual is not testable for this E-PME Study Guide.***

Many people are involved in the facilitation of the Civil Rights program. The program administrators, their responsibilities, and awareness training are discussed here.

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*Command Officer  
and Officer in  
Charge*

Command Officers and Officers in Charge are responsible for executing the Civil Rights programs. They are responsible to:

- Promote equal opportunity and equal treatment of Coast Guard personnel and dependents
  - Designate a Collateral Duty Civil Rights Officer
  - Establish a Human Relations Council at units of 50 or more full-time personnel
  - Ensure that their personnel receive Sexual Harassment Prevention training annually
  - Ensure that their personnel receive Human Relations Awareness training through the servicing Equal Opportunity Specialist triennially
  - Take prompt/positive action to eliminate discrimination within their unit
  - Post names, hours of availability, location, phone numbers and photos of Civil Rights Officers, Equal Opportunity Specialists and Equal Employment Opportunity Counselors on bulletin boards
  - Ensure public affairs programs reflect the Coast Guard's commitment to equal opportunity of personnel
  - Take appropriate action against individuals who demonstrate discriminatory behavior.
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*Collateral Duty  
Civil Rights Officer*

The Collateral Duty Civil Rights Officer (CD CRO) is a commissioned officer serving as a department head or higher. At smaller units where there are no commissioned officers, the CD CRO is a member serving as a department head or higher (preferably a Chief Petty Officer).

The CD CRO reports directly to the CO on matters concerning civil rights and supervises the implementation of the civil rights program.

**NOTE:** The assignment of a CD CRO does not relieve you or anyone else of your basic responsibilities to support the civil rights program.

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*Equal Opportunity  
Specialist*

The Equal Opportunity Specialist (EOS) is a Coast Guard military member or civilian employee assigned as a full-time equal opportunity counselor to a District or other major command. The EOS is responsible for:

- Investigating informal complaints
- Providing assistance to personnel filing complaints
- Conducting Human Relations Awareness Training.

All EOSs receive formal training at the Defense Equal Opportunity Management Institute (DEOMI).

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*Human Relations  
Council*

The Human Relations Council (HRC) serves as an active vehicle through which the CO is kept informed of civil rights matters within his or her unit.

All units or commands with 50 or more full-time billets (active duty, civilian, and reserve on extended active duty) are required to have a HRC. All units or commands with fewer than 50 full-time billets are encouraged to have a HRC or participate in the parent unit's HRC.

The HRC consists of one primary and one alternate representative from each segment of the command. Representatives can be military, civilian, or Auxiliary personnel. A HRC charter is required, either in the form of a unit instruction or included as a section of the unit organization manual, and shall address at a minimum:

- Guidance from the Commanding Officer to the HRC.
- Frequency and location of meetings.
- Guidelines for selecting HRC membership.
- HRC Meeting minutes shall be prepared following each meeting and routed through the command cadre.

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*Human Relations  
Awareness  
Training*

The Human Relations Awareness training program provides Coast Guard personnel with training in:

- Human relations awareness
- Military and civilian rights and responsibilities
- Sexual harassment prevention
- Individual responsibility
- Behavioral norms
- The complaint process
- Basic precepts of conflict resolution and methods
- Other topics pertinent to civil rights.

All Coast Guard personnel, military and civilian, are to participate in the training at least triennially.

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## *Diversity*

The Coast Guard is committed to a diverse workplace. We continuously strive:

- For a workforce that reflects America
- To promote an environment that places high value on individual dignity, respect, and professional growth.

Diversity, or valuing differences, encourages building a workforce through the uniqueness of all individuals (various personal attributes, values, and organizational roles.) Diversity in the workforce contributes immeasurably to creative thinking and innovation so critical to excellence.

Each member must ensure that his or her actions conform to the spirit and intent of workplace diversity, based on our core values of Honor, Respect and Devotion to Duty.

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