



DEPARTMENT OF THE NAVY

U.S. NAVAL HOSPITAL
YOKOSUKA, JAPAN
PSC 475, BOX 1
FPO AP 96350-9998

IN REPLY REFER TO
5354
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30 Jun 20

U.S. NAVAL HOSPITAL YOKOSUKA POLICY STATEMENT "USE OF FOREIGN LANGUAGE IN THE WORKPLACE"

All U.S. Naval Hospital, Yokosuka, Japan personnel must perform their duties in a manner that emphasizes teamwork, collaboration, and the highest standards of patient safety. Clear communication is essential to providing quality health care, and to ensure the safety of both patients and staff. Our profession often involves critical decisions made in circumstances where seconds count and requires us to have the absolute trust and confidence of our patients and coworkers. It is vital that our patients clearly understand all aspects of their medical care.

To make certain that staff members can work together effectively using a common language and ensure patients fully understand their care; all employees will speak English in the workspaces during duty hours. Exceptions may be made when staff members utilize their language skills to facilitate communication with non-English speaking patients or visitors. Foreign languages may also be spoken during breaks, lunch, and off-duty periods.

Our Navy recognizes that language skills are a valuable asset to our global military mission. Bilingual or multilingual staff members make valuable contributions to our team. However, optimal performance of our mission requires effective verbal communication and the reassurance that none of our employees will be excluded or ignored because of their inability to understand another language.

The Navy's Equal Opportunity policy as defined in OPNAVINST 5354.1G states: "Commanders may issue an order that only English be spoken in a workplace when they have legitimate, nondiscriminatory reason for the rule." Staff members with concerns regarding this policy may contact the Command Managed Equal Opportunity Advisor at 080-4442-4519.


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