



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
NORTHEAST REGION
5 NORTH GATE ROAD, SUITE 5A
FORT MONROE, VA 23651-1048

IMNE-ZA

4 APR 2011

MEMORANDUM FOR US Army Installation Management Command (IMCOM)
Northeast Region (NER) Personnel

SUBJECT: Policy Statement on Dignity and Respect in the Workplace

1. The Northeast Region is committed to creating an environment for work which upholds the dignity and respect of the individual and which supports every individual's right to work in an environment which is free from any form of harassment and/or intimidation. I am personally committed to this aspiration and I expect the same from all leaders, staff members, and contract employees throughout the region. Every person working in conjunction with the Northeast Region is entitled to be treated with dignity and respect.
2. The Northeast Region is committed to equal opportunity of employment and all employment policies, procedures and practices of this organization will be based on merit, qualifications and abilities. Employment and recruitment practices will not be influenced or affected by race, color, religion, sex, national origin, disability or age.
3. Lack of respect can be shown by direct comments, sarcasm, snide remarks, inappropriate jokes or banter directed towards a colleague. It may also arise where colleagues are ignored, overlooked, avoided or shunned and in a manner likely to be hurtful or disrespectful. Jokes or comments directed at or referring to a colleague could be thought amusing by others but unpleasant, uncomfortable or hurtful to that colleague. Respect should be shown to all colleagues. Respect is also earned. By showing respect to others and honouring their personal dignity, a person will earn their respect.
4. The Installation Management Command (IMCOM) Northeast Region's greatest assets and strength have always been the men and women who have worked diligently toward mission accomplishment. It is the responsibility of our leaders to ensure that all employees are treated with dignity and respect.
5. A copy of this Memorandum will be posted on all official bulletin boards and made available to IMCOM Northeast Region personnel.

A handwritten signature in black ink, appearing to read "Russell B. Hall".

RUSSELL B. HALL
Director