



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMND-MHH-EEO

20 OCT 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EEO-3, Joint Base Commander's Civilian Policy for the Prevention of Unlawful Harassment

1. REFERENCE. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints.
2. PURPOSE. To provide guidance to Joint Base Myer-Henderson Hall (JBM-HH) employees on the prevention of unlawful harassment.
3. APPLICABILITY. This policy applies to all JBM-HH employees, applicants for employment, and certain contract employees.
4. POLICY.
 - a. Harassment is misconduct and a prohibited personnel practice that undermines the integrity of employees, debilitates morale, and interferes with work productivity. All employees have the right to a workplace free of harassment regardless of race, color, national origin, sex, religion, age, disability, and reprisal. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.
 - b. Harassment of any kind is detrimental to accomplishing the JBM-HH mission. This policy is reflective of my commitment to equal employment opportunity. I expect all management officials and employees to prevent such behaviors and to execute timely corrective action should they occur.
5. PROCEDURES.
 - a. Discrimination and harassment are unacceptable in the workplace. Supervisors and commanders must prevent and promptly correct all harassing behaviors in the workplace. Supervisors are responsible for actively monitoring the workplace to prevent harassment and assure a non-hostile work environment.

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b. Reporting Procedures. All employees have a responsibility to report harassing behaviors by using the complaint process or otherwise reporting allegations of harassment to management officials. No employee or applicant for employment will be retaliated against for filing a complaint or reporting behavior perceived as harassment. Employees who observe conduct or overhear comments that raise concerns regarding compliance with this policy are encouraged to promptly report such conduct to management officials.

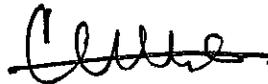
c. Investigation. Employees should immediately address and resolve incidents of harassment at the lowest possible level. If an informal attempt at resolution fails, an employee may contact an Equal Employment Opportunity (EEO) Counselor/Official within 45 calendar days of the alleged incident if he believes the actions taken are based on race, color, sex, religion, national origin, disability, age, and/or reprisal.

d. Confidentiality. Complaint investigations are kept confidential to the extent confidentiality can be maintained. Appropriate corrective or disciplinary action will be taken when it is determined that harassment has occurred.

e. Retaliation. Retaliation against employees who report harassment or participate in harassment investigations is strictly prohibited. An employee who feels he has been retaliated against for reporting harassment or participating in a harassment investigation should promptly report the retaliation to his immediate supervisor. If the employee feels uncomfortable reporting the incident to the supervisor, the employee may contact the EEO Office for guidance.

f. A copy of this policy will be posted on all official bulletin boards, official websites and made available upon request.

6. PROPONENT. The Joint Base Myer-Henderson Hall Equal Employment Opportunity Office is the proponent for this policy. POC is the EEO Officer at (703) 696-2996/6258.



CARL R. COFFMAN, JR.
Colonel, AV
Commanding

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