



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

REPLY TO  
ATTENTION OF

IMMH-EE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum EEO-2, Joint Base Commander's Civilian Policy for the Prevention of Unlawful Harassment

1. REFERENCES.

- a. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- b. Army Regulation 690-12, Equal Opportunity and Affirmative Action, 4 Mar 88.
- c. Army Directive 2015-40, Implementing Procedures for Anti-Harassment Policy, 30 Oct 15.

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 in the workplace 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, genetic information, 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. Such conduct is inconsistent with our commitment to respect all individuals.

b. Harassment of any kind, which includes sexual harassment 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 managers 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. 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. When an employee makes a complaint to a supervisor about alleged harassment, the supervisor will make an impartial and appropriate inquiry into the allegation regardless of whether the alleged harassment rises to the level of being severe or pervasive as required under Federal anti-discrimination laws. 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, genetic information, 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. No employee or applicant for employment will be retaliated against for filing a complaint or reporting behavior perceived as harassment. 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 JBM-HH Equal Employment Opportunity Office is the proponent for this policy. Point-of-contact is the EEO Office at (703) 696-6258.

PATRICK M. DUGGAN  
COL, SF  
Commanding

DISTRIBUTION:

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