



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, BAMBERG
UNIT 27535
APO AE 09139-7535

REPLY TO
ATTENTION OF

27 JUL 2010

IMEU-BAM-EEO

MEMORANDUM FOR US Army Garrison, Bamberg Employees, Former Employees and Applicants for Employment with the US Army Garrison, Bamberg

SUBJECT: Commander's Policy on Sexual Harassment

1. Reference AR 690-12, Equal Employment Opportunity and Affirmative Action, 3 Apr 88
2. Purpose: To establish the Commander's policy on sexual harassment.
3. Applicability: This policy applies to all US Army civilian employees, former employees, and applicants for employment with the US Army Garrison, Bamberg.
4. Policy:
 - a. Sexual harassment violates the law and has a debilitating impact on employee morale and productivity. Therefore, any form of sexual harassment in the work environment will not be tolerated by any employee of the USAG Bamberg and will result in disciplinary action ranging from reprimand to termination.
 - b. Managers are accountable for ensuring that the USAG Bamberg work environment is free of sexual harassment and should take actions as necessary to prevent or eliminate hostile, intimidating or offensive work environments. All employees and managers shall receive continuing education on the prohibition of sexual harassment.
 - c. Managers and supervisors should work with the EEO Office to conduct an inquiry when she/he becomes aware of alleged sexual harassment or after receiving complaints of sexual harassment. Managers and supervisors should take immediate corrective actions to stop the harassing behavior if the inquiry confirms allegations of sexual harassment. Employees should contact the appropriate manager, supervisor, or EEO Office if they feel they have been subjected to sexual harassment or have witnessed acts of sexual harassment to others.
 - d. Quid-Pro-Quo Sexual Harassment: This is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

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- (1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career.
 - (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decision affecting that person.
 - (3) Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
- e. Environment Sexual Harassment: This form of sexual harassment is the deliberate, unwelcome or repeated offensive comments, gestures, or physical contact of a sexual nature that is imposed on individuals in the work place. A hostile or offensive environment can also occur when sexually explicit pictures, posters, or graffiti are in the work place.
- f. Third Party Sexual Harassment: When an individual in authority grants employment opportunity or benefits to another individual in exchange for sexual favors and a third party individual is denied employment opportunity or benefits who were otherwise qualified. Any supervisor or manager who exhibits or condones sexual behavior to control, influence, or affect the career, pay, or job of another employee is engaging in sexual harassment. Individuals who make deliberate or repeated verbal or physical contact of a sexual nature are also engaging in sexual harassment.
- g. Individuals who perceive they are victims of sexual harassment should report these incidents through their chain of command or the EEO Officer.
- h. Training in the prevention of sexual harassment and EEO is mandatory for all Soldiers and US civilian employees. I expect each director, manager and supervisor to ensure they and their subordinates receive this training.
- i. I would like to remind and encourage all managers, supervisors, and employees to use the Alternate Dispute Resolution Program (ADR) in the event of workplace disputes. ADR is an informal process whereby parties voluntarily agree to resolve their differences.
- j. This policy should be posted in conspicuous locations throughout the workplace.
- k. POC for this memorandum is Carlos Ramirez-Vazquez, EEO Officer, at DSN 469-9487.



STEVEN L. MORRIS
LTC, AV
Commanding