



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-EEO

US ARMY GARRISON YONGSAN POLICY LETTER 13-2

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Yongsan Policy Letter 13-2 (Revised)
Prevention and Elimination of Unlawful Harassment and Prohibition against Reprisal for
Participating in Equal Employment Opportunity (EEO) Activity.

1. This policy is effective immediately. It remains in effect until rescinded or superseded.
2. References:
 - a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
 - b. AR 690-600, Equal Employment Opportunity Discrimination complaints, 9 February 2004.
 - c. Department of the Army Memorandum on Procedures for Providing Reasonable Accommodation for Individuals with Disabilities 19 March 2009.
 - d. 29 Code of Federal Regulations, Part 1614, Federal Sector Equal Employment Opportunity.
3. This policy applies to Army civilian employees, applicants for employment, former employees, and certain contractor personnel serviced by the USAG Yongsan Equal Employment Opportunity Office.
4. This command will provide a workplace free from unlawful harassment for all employees, applicants for employment, former employees, and certain contractor personnel regardless of race, color, religion, age, sex, national origin, genetic information, or disability. The Department of the Army has a longstanding zero tolerance policy on harassment and has established results-oriented actions to prevent unlawful harassment from occurring and to address such conduct before it becomes severe or pervasive should it occur.

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5. Unlawful harassment (non sexual) as noted in 29 CFR 1604.11(a) is unwelcome offensive or intimidating conduct such as ridicule, abuse, insults, derogatory comments, etc, which are indirectly or indirectly based on an individual's race, color, religion, age, national origin, genetic information, disability, when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

6. Harassment (sexual/nonsexual) violates acceptable standards of conduct required of all personnel, reduces mission effectiveness and wastes valuable resources. Any supervisor or manager who exhibits or condones harassing behavior to control, influence or affect the career, or job of another employee is engaging in unlawful harassment. Additionally, individuals who make deliberate or repeated unwelcome verbal or physical contact of a sexual nature are engaging in sexual harassment are subject to the full range of disciplinary actions.

7. Procedures. Employees should immediately report prohibited workplace harassment to an appropriate management official in the chain of command or the USAG Yongsan Equal Employment Office. Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of sexual or nonsexual harassment. Civilian employees who believe they have been subjected to harassment (sexual/nonsexual) may report such allegations without fear of reprisal for participating in EEO protected activity.

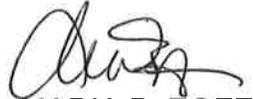
8. The Equal Employment Opportunity Commission rules and regulations clearly state that no person will be subjected to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, the Rehabilitation Act, or for participating in the administrative or judicial process under these statutes. I expect supervisors and managers to investigate and promptly resolve reports of harassment (sexual/nonsexual) or retaliation taking appropriate corrective action after conferring with the Staff Judge Advocate, Civilian Personnel or EEO.

9. All members of this Command must possess the knowledge, skill, and ability to identify factors that may contribute or constitute workplace harassment. Civilian employees and military personnel who supervise civilians will attend mandatory Prevention of Sexual Harassment and EEO training provided by the USAG Yongsan EEO office at least once annually.

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10. Point of contact for this action is Anna M. Revere, EEO Manager, USAG Yongsan and Area II, DSN (315) 738-2980/4085.



MARIA P. EOFF
COL, LG
Commanding

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