



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMGF-ZA

24 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Bavaria Military Community Policy Letter #2; Prevention of Sexual Harassment and Anti-harassment

1. **Effective Date.** This letter remains in effect until superseded or rescinded.
2. **Scope.** This policy letter is applicable to all civilian employees, civilian applicants for employment, and Soldiers within the USAG Grafenwoehr area of responsibility. Violators of this policy and leaders who fail to take the appropriate action are subject to administrative or punitive actions to include punishment under the Uniform Code of Military Justice.
3. **References.**
 - a. Code of Federal Regulations, Title 29, part 1614, Federal Sector Equal Employment Opportunity, section 1614.101(a) and 1614.105.
 - b. AR 690-12, Equal Employment Opportunity and Affirmative Action.
 - c. Equal Employment Opportunity Commission (EEOC) Management Directive (MD) - 715 (<http://www.eeoc.gov/federal/eeomd715.html>).
4. **Policy.**
 - a. I value people as our most important asset. I am committed to fostering an environment for civilian employees, civilian applicants for employment, and Soldiers to work in a setting free of any and all types of harassment.
 - b. Harassment can be verbal or physical or both. Harassment can be non-sexual or sexual in nature. Harassment includes unjustified criticism, constant fault-finding, yelling, cursing, undermining, ostracizing, rumor mongering, excluding, gossiping, and humiliating, etc.
 - c. Sexual harassment is a form of discrimination that involves unwelcome conduct of a sexual nature when: (1) submission to or rejection of such conduct is made explicitly or implicitly a term or condition of a person's employment; or (2) submission to or rejection of such conduct by a person is used as a basis for a career or employment decision affecting that person; or (3) such conduct interferes with a person's job performance or has the effect of creating an intimidating, hostile or offensive work environment. Sexual harassment can include allowing obscenity, making sexual comments, jokes, or innuendos, or threatening a career, pay or job in

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exchange for sexual favors. Sexual harassment can also include pinching, bumping, grabbing, touching, blocking, cornering, leering, and making obscene gestures.

d. No person in a supervisory or command position should use or condone any form of harassment to control, influence, or affect the career, pay, or job of a Soldier or civilian employee. No Soldier or civilian employee should engage in deliberate or repeated harassment of others, creation of a hostile work environment, or bullying. Harassment based on age, race, color, national origin, religion, gender, mental or physical disability, or participation in protected EEO activity (filing a complaint, participating in the EEO process, or otherwise opposing discrimination) is prohibited by law and will not be tolerated.

e. Any civilian employee who believes he or she is a victim of harassment should report the allegation(s) to the chain of command, appropriate agency official, or contact the EEO Office who will provide further assistance. It is the responsibility of management to investigate allegations of harassment in a confidential manner and to take appropriate actions to ensure that those allegations are addressed swiftly, fairly, and effectively.

f. I am deeply committed to maintaining a workplace that is free of all types of harassment. It is important to me that incidents of harassment do not interfere with our ability to accomplish the mission. Therefore, I expect all supervisors, managers, and senior level officials to set high ethical, moral, and legal standards. All supervisors must lead by example, show respect to others, create a positive work environment, assure EEO principles are discussed during counseling and included in supervisory performance evaluations.

5. **Point of Contact.** Point of contact for this memorandum is the USAG Grafenwoehr EEO Office at DSN 475-8360 or 475-6390.


JAMES E. SAENZ
COL, SF
Commanding

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