



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09054-3152

31 OCT 2016

IMRP-ZA

MEMORANDUM FOR RECORD

SUBJECT: USAG RP Command Policy Letter #22, Anti-Harassment

1. References:

- a. Equal Employment Opportunity Management Directive 715 (EEO MD 715).
- b. Equal Employment opportunity Commission, 1 October 2003.
- c. Civilian Personnel Equal Employment Opportunity Discrimination Complaints AR 690-600.

2. Purpose: Ensure USAG RP workplaces are free of all types of harassment based on age (40 or older), color, disability, genetic information, gender which includes sex-based discrimination (for example pregnancy, sex stereotyping, transgender), national origin, race, and religion, as well as free from reprisal.

3. Harassment can take many forms, which may include denial of support, exclusion, gossip, humiliation, inappropriate comments or gestures, isolation, mocking, ridicule, rudeness, sarcasm, threats, work sabotage and other disruptive behavior.

4. When complaints arise, we must work to resolve them fairly and promptly, starting at the lowest level possible. Depending on the nature of the complaint employees have several means for seeking assistance, including the Chaplain, the Equal Employment Opportunity (EEO) Office, the Human Resources (CPAC) Office, the Inspector General (IG), or U.S. Office of Special Counsel.

5. Everyone will respect the right of employees to pursue their complaints without fear of reprisal. We will also protect the confidentiality of employees reporting allegations of harassment to the maximum extent possible. Alternative Dispute Resolution (ADR) is not appropriate in every case, therefore, Directorates and Managers in concert with EEO and supported by civilian personnel staff and legal counsel, must decide on a case by case basis whether or not to offer ADR to an aggrieved individual. We will implement and sustain a viable ADR program within the Garrison. The ADR program must conform to the core principles as outlined in AR 690-600.

6. We encourage employees to report harassment before it becomes severe or pervasive. All Supervisors are responsible for conducting prompt, thorough and

IMRP-ZA

SUBJECT: USAG RP Command Policy Letter #22, Anti-Harassment

impartial investigations when harassment is reported. I and all USAG RP Supervisors will take immediate and appropriate disciplinary action against those found guilty of perpetrating, condoning, or allowing harassment to take place.

7. Immediate and appropriate corrective action including discipline will be taken against those who retaliate against employees reporting harassment. Management must make sure that employment decisions affecting complainants and witnesses are not based on retaliatory motives.

8. USAG RP Supervisors should ensure that all employees are aware of EEO policy and participate in the Annual EEO training provided for employees and Supervisors by USAG RP EEO staff.

9. Harassment of USAG RP employees will not be condoned or tolerated for any reason. We expect all USAG RP personnel to maintain a workplace environment where everyone is treated professionally and with respect.

10. This policy memorandum will be placed on all official bulletin boards, made available to all personnel assigned to the Garrison, and included in orientation packets for all new employees.

11. This policy will remain in effect until it is officially rescinded.

12. The Point of Contact for this Policy Memorandum is the EEO Office at DSN: 314-493-4002.


KEITH E. IGYARTO
COL, FI
Commanding