



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA, ARIZONA 85613-7000

ATZS-CG

5 November 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 15-33 – Prevention of Workplace Harassment and Sexual Harassment

1. REFERENCES.

- a. Army Anti-Harassment Policy for the Workplace, 27 Apr 2011.
- b. Title VII of the Civil Rights Act of 1964.
- c. EEOC Guidelines on Sexual and Nonsexual Harassment.
- d. Title 29 Code of Federal Regulations, Part 1614.
- e. AR 600-20, Army Command Policy, 06 November 2014.
- f. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.
- g. Army Directive 2015-40 (Implementing Procedures for Anti-Harassment Policy), 30 Oct 2015.

2. APPLICABILITY. This policy covers all Department of the Army Civilians serviced by the installation Equal Employment Opportunity (EEO) Office.

3. POLICY. Every civilian employee has the right to perform to his/her full potential and not be discriminated against because of race, color, sex, age, religion, national origin, genetic information or physical/mental disability. Any type of workplace harassment, sexual harassment, and/or unlawful discrimination is unacceptable conduct and will not be tolerated. Any form of reprisal against individuals who raise issues of harassment, sexual harassment, or unlawful discrimination is unacceptable and will not be tolerated. All directors, managers, supervisors and employees are legally and ethically responsible to refrain from actions which could create a hostile or intimidating work environment for others. There is zero tolerance for this type of behavior within the Department of the Army.

4. Harassment of an employee by another civilian employee, officer, or enlisted person is a violation of Army policy. Harassment is defined as: Conduct, including verbal conduct, which creates a hostile environment by substantially interfering with an employee's benefits, opportunities, or performance, or with an employee's physical or psychological well-being, or which is threatening or seriously intimidating. Actions meeting the above definition should be immediately reported to the appropriate supervisor who has the authority to take immediate and corrective action, or to the Equal Opportunity (EO) office for military personnel, the Equal Employment Opportunity (EEO) office for federal civilian personnel, or to the Inspector General. In response to

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an act of harassment, management/supervisory staff should intervene immediately to stop the harassment and, if appropriate, should discipline the harasser.

5. Sexual harassment is unprofessional and unbecoming by any officer, warrant officer, enlisted person, or civilian employee. Sexual harassment consists of “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” Sexual harassment may be connected to decisions about employment or it may involve behavior which creates an intimidating, hostile, or offensive work environment.

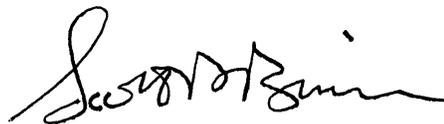
6. Individuals who are sexually harassed should make it clear that such behavior is unwelcome and offensive. Those who suspect they have been sexually harassed should immediately report the incident to the appropriate supervisor who has the authority to take immediate and corrective action. The employee may also initiate the EEO complaint process by reporting the incident to the EEO Office within 45 calendar days of the incident.

7. Each supervisor has the responsibility to maintain a work environment free of sexual harassment. I reaffirm my commitment to preventing sexual harassment and expect full support from the entire workforce in meeting and complying with this important policy.

8. As of 30 June 2011, training requirements for the Prevention of Sexual Harassment (POSH) previously managed by the EEO Office have been absorbed into the Sexual Harassment/Assault Response and Prevention Program (SHARP). It is the responsibility of each commander to implement, appoint a SHARP POC and conduct required training.

9. This supersedes Fort Huachuca POLICY 13-33 – Prevention of Workplace Harassment, Including Sexual Harassment, dated 4 Jun 13.

10. PROPONENT. Fort Huachuca EEO Office, 533-2028.



SCOTT D. BERRIER
Major General, USA
Commanding

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