



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAUMHOLDER  
UNIT 23746  
APO AE 09034-0003

IMBM-ZA

23. AUG. 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 2-3, Commander's Policy on Anti-Harassment

1. Reference. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.
2. Purpose. To establish the United States Army Garrison Baumholder policy on maintaining an environment free from workplace harassment.
3. Applicability. This policy applies to all employees and contractors within the United States Army Garrison Baumholder footprint.
4. Intent. To develop and maintain an environment free of harassment including sexual harassment.
5. General.

a. I am particularly concerned with sexual harassment in the workplace, including the use or display of abusive and offensive sexual language or pictures. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when:

(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 decisions affecting that person.

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

b. Sexual harassment violates acceptable standards of conduct required of all personnel, reduces mission effectiveness and wastes valuable resources. 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 unwelcome verbal or physical contacts of a sexual nature are also engaging in sexual harassment.

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6. Responsibility.

a. I expect all members of the USAG Baumholder team to treat one another with dignity and respect. I hold supervisors responsible for maintaining a workplace environment which supports the principles of dignity, mutual respect and is free from harassment. Workplace harassment can be based upon race, color, religion, sex (including sexual harassment), national origin, sexual preference, age (40 years and over) or disability (mental and physical). Unacceptable conduct which contributes to workplace harassment will not be tolerated.

b. Allegations of harassment (including sexual harassment) will be taken seriously and investigated promptly. Individuals are encouraged to contact their supervisor to resolve issues of harassment at the lowest possible level or contact the Equal Employment Opportunity (EEO) Office at 485-7118/7450 for assistance.

c. Training in the prevention of sexual harassment and EEO is mandatory for all United States (US) Civilian employees and those individuals who supervise (US) Civilian employees. I expect each supervisor to ensure they, as well as their subordinates, receive this training.

7. All retaliatory conduct is prohibited. Retaliation/reprisal refers to prohibited acts of retaliation against those who file EEO complaints, or who otherwise participate in the EEO processes as representatives, witnesses, investigators, counselors or program officials. Acts of reprisal are prohibited at 29 CFR 1614.101(b).

8. I expect each member of the USAG Baumholder team to support this anti-harassment policy. I particularly charge supervisors with maintaining an environment free of workplace harassment and thoroughly investigating all allegations of harassment brought to them.

9. This policy will be brought to the attention of all personnel and a copy of this memorandum will be posted on the EEO website and all other official bulletin boards.

10. POC for this policy is the USAG Baumholder EEO Office, DSN 485-7118/7450.



MICHAEL D. SULLIVAN  
LTC, AR  
Commanding

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