



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ABERDEEN PROVING GROUND
4510 BOOTHBY HILL AVENUE
ABERDEEN PROVING GROUND MARYLAND 21005-5001

REPLY TO
ATTENTION OF

IMAP-EE

MAY 06 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Prevention of Sexual Harassment, DA Civilians

1. References:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
- b. US Army Installation Management Command Policy #3 – Prevention of Sexual Harassment (POSH) DA Civilians.

2. Purpose: To establish the Garrison Commander's Policy on Prevention of Sexual Harassment for DA Civilians.

3. Applicability: The policy is applicable to all Army Civilian employees assigned to or receiving operational support from the United States Army Garrison Aberdeen Proving Ground, Maryland, US Army Installation Management Command, to include applicants for employment.

4. Policy:

a. Sexual harassment is a form of sex discrimination. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, which is made a term or condition of an individual's employment, is used as a basis for career or employment decisions affecting a person, interferes with the performance of an employee or creates an intimidating, hostile or offensive working environment. I will not condone nor tolerate any form of discrimination.

b. Harassment of any kind is detrimental to accomplishing the mission and to the morale of the workforce. I expect all management officials and employees to prevent such behaviors and to execute timely corrective action. It is imperative that we maintain a high level of professional behavior and courtesy that symbolizes our commitment to excellence.

5. Individuals who perceive they are the victims of unlawful harassment including sexual harassment should report these incidents to their chain of command, Sexual Harassment/Assault Response and Prevention point of contact, or the EEO Office. Any employee, former employee,

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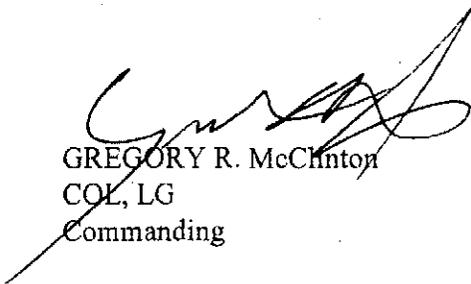
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applicant for employment or certain contractors, who believes he or she has been discriminated against in an employment matter based on race, color, national origin, age (40 or older), sex, religion, disability (physical or mental), genetics, and reprisal (prior EEO activity) has a right to pursue a complaint of discrimination. Individuals who want to file a complaint of discrimination must contact the installation EEO Office within 45 calendar days of occurrence. The installation EEO office is responsible for the administrative processing of complaints of discrimination. Managers and supervisors must not tolerate any unlawful discrimination or reprisal against those who exercise their rights under EEO laws.

6. This policy will be issued to new employees during the New Employee Orientation training, newly appointed supervisors, and **permanently posted on all official bulletin boards and websites.**

7. Proponent. The Equal Employment Opportunity Office is the proponent for this policy. Point of contact is Chief, Equal Employment Opportunity, commercial (410) 278-1140 or DSN 298-1140.

8. Expiration: This policy memorandum supersedes previous policy issued by the Garrison Commander and will remain in effect until superseded or rescinded.



GREGORY R. McClinton
COL, LG
Commanding

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