



# 417th Base Support Battalion *Commander's Policy*

Policy Number: 12-1

Proponent: AETV-WG-WL

Date: 27 August 2004

SUBJECT: Sexual Harassment, Discrimination, and Equal Employment Opportunity

1. **REFERENCE:** AR 690-600, dated 9 Feb 04, and EEOC Management Directive 110.

2. **PURPOSE:** This announces the Commander's Policy on Sexual Harassment, Discrimination and Equal Employment Opportunity.

3. **SCOPE:** This policy covers all US civilian employees within the 417<sup>th</sup> Base Support Battalion (BSB) footprint.

#### 4. **POLICY:**

a. Every commander, manager, supervisor, and employee is responsible for creating and maintaining a work environment free from sexual harassment and discrimination based on race, sex, religion, age, color, national origin, disability (mental/physical), or reprisal.

b. Such positive work environments do not just "happen", but are the result of everyone's effort and commitment. As a minimum, I expect every commander and supervisor to act as a role model toward actively eliminating any form of sexual harassment or discrimination, which may exist within this community. I expect every employee who is aware of such activities to immediately inform his or her supervisor so that corrective measures can be initiated.

c. I will not tolerate any form of ethnic, racial, or sexual jokes or slurs. Nor will I condone any behavior that could be interpreted as racist or sexist. When these incidents occur, I expect leaders and supervisors to confront and correct these behaviors.

d. I charge commanders, supervisors and employees to contact the EEO Office with any questions regarding sexual harassment or discrimination. It is far better to address a "concern" than it is to process a "complaint."

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This policy supersedes policy # 12-1, dated 17 June 2003, and remains in effect until rescinded or superseded.

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e. Our mission requires, and our employees deserve, a fair and discrimination-free climate in which to live and work. I need your help and expect your support.

**5. PROPONENT:** 417th BSB Equal Employment Opportunity Office, DSN 355-8550.



THOMAS H. FASS  
LTC, EN  
Commanding