



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTT GART  
UNIT 30401  
APO AE 09107-0401

IMEU-STU-ZA

29 NOV 2011

MEMORANDUM FOR Civilian Employees of USAG Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter #2, Harassment Free Workplace

1. REFERENCES:

- a. USAG Stuttgart Policy #3, Equal Employment Opportunity (EEO) Complaints
- b. IMCOM Command Policy #6, Policy Statement for the Prevention of Sexual Harassment, (POSH), 5 February 2007
- c. IMCOM Command Policy #6, Policy Against Retaliation for Engaging in Protected Equal Employment Opportunity (EEO) Activity, 31 July 2007

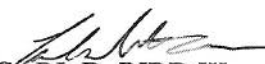
2. As part of my commitment to the USAG Stuttgart workforce, I want to emphasize the importance of maintaining a work environment that is free from harassment. I will not tolerate harassment, degrading or hostile behavior based upon race, color, religion, national origin, gender, age (40 or older), genetic information, disability or reprisal. In addition, no person shall be subject to reprisal for opposing any practice made unlawful by the antidiscrimination laws, or for filing or taking part in presenting or processing discrimination complaints.

3. For the purposes of this policy, harassment is defined as unwelcome verbal or physical conduct based on any characteristic protected by law (see paragraph 2) when the conduct has the purpose or effect of (1) unreasonably interfering with work performance and/or (2) creating an intimidating, hostile or offensive work environment. Sexual harassment is more specifically defined as: unwelcome sexual advances, requests for sexual favors, lewd remarks or inappropriate conduct of a sexual nature when (a) submission or rejection of such conduct by an employee is made either explicitly or implicitly a term or condition of employment, (b) submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the employee, or (c) such conduct is either severe or pervasive enough to unreasonably interfere with an employee's work performance or creates an intimidating, hostile, or offensive environment. Harassing conduct may include, but is not limited to, racial slurs, demeaning or sexual jokes, negative stereotyping, offensive written material or electronic media, ogling, leering, and inappropriate unwanted touching.

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4. I encourage any employee who believes he or she is being or has been harassed to inform the harasser that such behavior is unacceptable. In addition, the employee should immediately report the harassment to an appropriate person in his or her supervisory chain or to the Deputy to the Garrison Commander. The employee may also contact the Equal Employment Opportunity (EEO) Office to obtain information about the EEO process or to initiate a complaint. To the extent possible, a claim of harassment will be treated as confidential.
5. I expect all supervisors and managers to act promptly and appropriately to prevent harassment in the workplace and retaliation against any employee who complains of harassment. Moreover, I expect all supervisors and managers to promptly report through their supervisory chains any incident of harassment that they witness or that is otherwise brought to their attention to their Director and the Deputy to the Garrison Commander.
6. I will ensure that each claim of harassment is investigated promptly, thoroughly, and impartially, and that immediate and appropriate corrective action, including discipline or the removal of employees, supervisors and managers, is taken when warranted by the evidence. An employee who makes a claim of harassment, as well as witnesses and other persons, who provide information about the claim, will be protected from retaliation.
7. Prevention of Sexual Harassment (POSH) training is mandatory and I expect all employees and military supervisors of civilian employees to complete this training.
8. Harassment tears at the very fiber of the Garrison. The workplace becomes intolerable for employees subjected to harassment, which in turn affects the mission of this Garrison and the Department of the Army. Thus, I expect all employees to act professionally, comply with this policy and refrain from any harassing conduct.
9. The point of contact for this policy letter is the USAG Stuttgart EEO Officer at DSN 430-2068, Commercial 0711-680-2068.

  
CARL D. BIRD III  
COL, LG  
Commanding