



## DEPARTMENT OF THE ARMY

6<sup>th</sup> AREA SUPPORT GROUP

UNIT 30401

APO AE 09107-0401

08 JUN 2004

AESG-EEO

MEMORANDUM FOR Soldiers and Civilian Employees, of the 6<sup>th</sup> ASG

SUBJECT: 6<sup>th</sup> ASG Command Policy Letter 14, Prevention of Sexual Harassment

1. I am committed to a work environment that is free of sexual harassment. Commanders, managers, supervisors, and employees must remain vigilant in their responsibilities to prevent this unacceptable conduct. Eliminating sexual harassment is everyone's responsibility.

2. Sexual harassment is a form of gender (sex) discrimination that involves unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, when any of the following occurs:

a. 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.

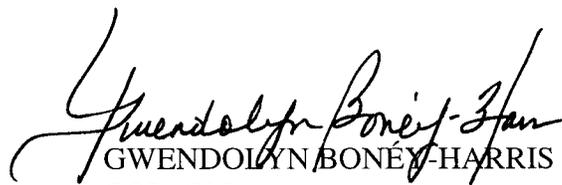
b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

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

3. Individuals who are sexually harassed by supervisors, superiors, coworkers, or peers should make it clear that such behavior is offensive and immediately report such incidents to the appropriate commander or supervisor, EEO or EO Official. Complaints of sexual harassment may be filed with the civilian Equal Employment Opportunity (EEO) Office, 421-2684/2649, or the military Equal Opportunity (EO) Office 421-2892/2894.

4. Merely reacting to complaints is insufficient. Everyone must be sensitized to the requirement of a workplace free from sexual harassment. The EEO and EO staffs conduct annual mandatory training in the Prevention of Sexual Harassment. It is the responsibility of supervisors to ensure that 100% of their workforce is trained annually in sexual harassment prevention.

5. Point of contact for this policy is EEO at DSN 421-2649.

  
GWENDOLYN BONEY-HARRIS  
COL, QM  
Commanding