



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMEU-WSB-ZA

15 OCT '10

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 18, Sexual Harassment

1. References:

- a. Army Regulation 600-20, Army Command Policy, 11 February 2009.
- b. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

2. Purpose: To establish the commander's policy on sexual harassment.

3. Applicability: This policy applies to all civilian or military personnel, family members, and contract personnel assigned or attached to or within the USAG Wiesbaden Area of Responsibility (AOR).

4. Background:

a. Sexual harassment violates the law and has a debilitating impact on employee morale and productivity. Therefore, any form of sexual harassment in the work environment will not be tolerated and violation of the law by any employee of USAG Wiesbaden will result in disciplinary action ranging from reprimand to termination.

b. Managers are accountable for ensuring that the USAG Wiesbaden work environment is free of sexual harassment and should take actions as necessary to prevent or eliminate hostile, intimidating, or offensive work environments. All employees and managers shall receive continuing education on the prohibition of sexual harassment.

c. Managers and supervisors will work with the EEO Office to conduct timely inquiries when he/she becomes aware of alleged sexual harassment or after receiving complaints of sexual harassment. Managers and supervisors should take immediate corrective actions to stop the harassing behavior if the inquiry confirms allegations of sexual harassment. Employees should contact the appropriate manager, supervisor, or EEO Office if they feel they have been subjected to sexual harassment or have witnessed actions of sexual harassment to others.

d. No employee, male or female, will be subjected to unsolicited and unwelcome sexual overtures, advances or conduct, be they verbal or physical.

IMEU-WSB-ZA

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 18, Sexual Harassment

(1) Management will ensure unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature is not a term or condition of an employee's continued employment.

(2) Management will also ensure that making submission to or rejection of such conduct is not the basis for employment decisions affecting the employee or by creating an intimidating, hostile, or offensive working environment whereby such conduct interferes with an individual's performance of duties.

e. Individuals who perceive they are victims of sexual harassment should report these incidents through their chain of command or to the EEO Manager.

f. Training in the prevention of sexual harassment and EEO is mandatory for all Soldiers and Department of the Army civilian employees. I expect each director, manager, and supervisor to ensure that they and their subordinates receive this training.

g. I encourage all managers, supervisors, and employees to use the Alternative Dispute Resolution Process (ADR) in the event of workplace disputes. ADR is an informal process whereby parties voluntarily agree to attempt to resolve their difference.

5. This policy should be posted in conspicuous locations throughout the workplace.

6. This policy letter supersedes Memorandum, Subject: US Army Garrison Wiesbaden Command Policy Letter 18, Sexual Harassment, dated 16 June 2009.

7. The point of contact for this policy is the US Army Garrison Wiesbaden EEO office at DSN 337-5610 or commercial 0611-705-5610.



JEFFREY W. DILL
COL, IN
Commanding

DISTRIBUTION:

A