



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

REPLY TO
ATTENTION OF

IMWB-ZA

09 July 2012

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 7, Anti-Harassment and Alternative Dispute Resolution (ADR)

1. References:

a. Army Regulation 690-12, Equal Employment Opportunity (EEO) and Affirmative Action, dated 4 March 1988.

b. Title 29, Code of Federal Regulations (CRF), Part 1614, Federal Sector Equal Employment Opportunity, dated 9 November 1999.

c. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

2. Purpose: To establish the commander's policy on Anti-harassment and Alternative Dispute Resolution.

3. Applicability: This Policy applies to all applicants for employment, United States (US) employed civilians, military and local national supervisors of (US) civilians in the Wiesbaden community.

4. Policy: I am strongly committed to promoting and maintaining an environment free of all forms of unlawful harassment (racial, color, sexual, or based on religion, national origin, age, protected activity, disability, or reprisal). Each of us is entitled to work in a professional environment that does not infringe on our personal dignity and respect. This anti-harassment policy pertains to anyone in the workplace: managers, supervisors, co-workers, customers, suppliers, contractors, or other non-employees. Sexual harassment is a violation of the standards of conduct and the merit system principles found in Title 5 of the U.S. Code and Title VII of the Civil Rights Act of 1964, as amended.

a. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to, or rejection of, such conduct is made explicitly or implicitly a term of condition of employment.

b. All retaliatory conduct is prohibited. Retaliation/reprisal refers to prohibited acts of retaliation against those who file EEO complaints, or who otherwise participate in the EEO processes as representatives, witnesses, investigators, counselors or program officials. Acts of reprisal are prohibited at 29 CFR 1614.101(b)

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c. Allegations of harassment (including sexual harassment) will be taken seriously and investigated promptly. Individuals are encouraged to contact their supervisor to resolve issues of harassment at the lowest possible level or contact the Equal Employment Opportunity Office.

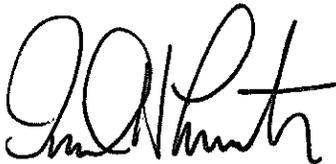
d. In accordance with the 29 CFR 1614 and Department of the Army Regulations, this command will afford all individuals the Alternative Dispute Resolution (ADR) process in the resolution of EEO complaints and work place disputes.

e. Mediation is the preferred method of ADR. The ADR program is designed to permit impartial intervention through mediation during the informal and formal processing of EEO complaints.

f. The ADR/mediation process provides a non-adversarial process whereby involved parties have the opportunity to resolve informal and formal complaints themselves with the assistance of a third party mediator. This will reduce costs affiliated with the lengthy EEO process. Managers and supervisors at all levels have a vital role in the ADR program and are accountable for successful implementation of its principles within the work place.

g. I fully expect all members of the Wiesbaden community to create and maintain an environment where everyone is treated professionally and with respect in the accomplishment of our mission. This policy statement will be placed on all official bulletin boards and on the USAG Wiesbaden webpage.

5. Point of contact for this memo is Ms. Yvonne McQuire, Equal Employment Opportunity Officer, who may be reached at DSN: 337-5610/5616/5535 / CIV: 0611-705-5610/5616/5535 or via email: Yvonne.M.McQuire.civ@mail.mil



DAVID H. CARSTENS
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