



DEPARTMENT OF THE ARMY
MEDICAL READINESS COMMAND, PACIFIC
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MRC, P Policy Memo 8
22 May 2023

MCPR-EEO

MEMORANDUM FOR Commanders, Medical Readiness Command, Pacific Major Subordinate Commands

SUBJECT: Commanding General's Anti-Harassment Policy for Civilian Personnel

1. References:

- a. Title 29, Code of Federal Regulations, Part 1614 (Federal Sector Equal Employment Opportunity), effective 9 November 99.
- b. The Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002 (No Fear Act), effective 1 October 03.
- c. Equal Employment Opportunity Commission Management Directive 715, 1 Oct 03, Subject: Equal Employment Opportunity.
- d. Army Regulation (AR) 350-1, Army Training and Leader Development, 10 Dec 17.
- e. Army Regulation (AR) 600-20, Army Command Policy, 24 Jul 20.
- f. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, 12 Dec 19.
- g. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- h. OTSG/MEDCOM Policy Memorandum 22-038, Commanding General's Anti-Harassment Policy, 09 December 2022.

2. Purpose: The purpose of this policy is to ensure that all military personnel, Department of the Army Civilian employees, and contractors assigned and/or attached to MRC, P are aware of the Commanding General's Anti-Harassment Policy.

3. Applicability: This policy applies to all military personnel, Department of the Army Civilian employees and contractors assigned and/or attached to Medical Readiness Command, Pacific (MRC, P) and subordinate units.

4. Policy:

a. It is only through a team effort that we can meet our primary mission of supporting the Warfighter. It is the responsibility of everyone, Soldiers, civilian employees, and contractor personnel, to create a workplace environment, free of all forms of harassment, that contributes to achieving this mission.

b. To succeed in accomplishing our mission, we must prevent and eliminate any type of workplace harassment. Such harassment may involve physical contact or verbal or nonverbal conduct. Harassment is defined as unwelcome conduct based on a protected characteristic, where submission to or rejection of the conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career; where submission to or rejection of the conduct is used as a basis for career or employment decisions; or where such conduct has the purpose or effect of unreasonably interfering with a person's work performance and/or improperly creating an intimidating, hostile, or offensive work environment. Protected characteristics include an individual's race, color, religion, sex (including pregnancy and sexual orientation), national origin, age (40 or older), disability, genetic information, or sexual orientation. Individuals are protected from retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals in violation of the law.

5. Responsibilities:

a. I expect commanders, managers, and supervisors will ensure all personnel are treated with dignity and respect and will take seriously all complaints of harassment or unlawful discrimination.

b. Commanders will communicate the high standards of conduct expected from each and every member of this command. Our teammates must be free from workplace harassment and must be able to report violations without fear of reprisal.

c. Leaders at all levels must be vigilant in recognizing inappropriate behavior and working aggressively to eradicate harassment. We must ensure that workplace policies, practices, and behaviors are fair, professional, and non-discriminatory.

d. My expectation is that employees who have not received training on prevention and reporting of workplace harassment will do so through appropriate resources. This training familiarizes everyone with their responsibilities and the complaint forums available to all personnel.

e. Civilian employees who believe they have been the victim of workplace harassment are encouraged to report through their appropriate chain-of-command and/or seek assistance from their local garrison Equal Employment Opportunity (EEO)

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office. Contractor personnel should contact their respective contractor agency as to where they can seek EEO services. Only by reporting harassing conduct at an early stage can appropriate action be taken to correct the behavior before it becomes severe and pervasive. Early reporting will also help to bring about timely resolution to problem situations.

f. Supervisors/raters of Civilian personnel are required to take EEO, Anti-Harassment, No Fear training for Supervisors (EEO 203B), and all Non-Supervisory civilian personnel are required to take EEO Anti-Harassment, No Fear Training for Non-Supervisors (EEO 203A).

6. Procedures:

a. Employees who believe they have been harassed in the workplace may contact their supervisor, chain of command, servicing EEO office (Civilian), EO (military), legal, or personnel offices for assistance. Army personnel who receive EEO inquiries from contract personnel should refer the individuals to their respective contract agency as to where to seek EEO information and guidance.

b. Persons who make a claim of harassment and witnesses or others who provide information related to the claim will be protected against retaliation. We must also protect confidentiality to the fullest extent possible.

7. This policy will be widely disseminated on official bulletin boards and websites. It is effective immediately and shall remain in effect until rescinded or superseded in writing.

8. Point of contact for this policy is Mr. Thomas Hoffer, MRC, P EEO Advisor, (360) 705-3709 or email: Thomas.a.hoffer3.civ@mail.mil.



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Commanding