



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-ZA

7 NOV. 2016.

**UNITED STATES ARMY GARRISON YONGSAN (USAG-Y) POLICY LETTER # 9**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention and Elimination of Unlawful Harassment in the Workplace

1. **REFERENCES:**

a. Army Directive (AD) 2015-40, Implementation Procedures for Anti-Harassment Policy, 30 October 2015.

b. Army Regulation (AR) 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.

c. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

d. 29 Code of Federal Regulations, Part 1614, Federal Sector Equal Employment Opportunity.

2. **APPLICABILITY:** This policy applies to Army civilian employees, applicants for employment, former employees, and certain contractor personnel serviced by the USAG Yongsan EEO Office.

3. **PURPOSE:** This command provides a workplace free from unlawful harassment for all employees, applicants for employment, former employees, and certain contractor personnel regardless of race, color, religion, age, sex, national origin, genetic information, or disability. The Department of the Army has a longstanding zero tolerance policy on harassment and has established results-oriented actions to prevent unlawful harassment from occurring and to address such conduct before it becomes severe or pervasive should it occur.

4. Unlawful harassment (non-sexual) as noted in 29 CFR 1604.11(a) is unwelcome offensive or intimidating conduct such as ridicule, abuse, insults, derogatory comments, etc., which are directly or indirectly based on an individual's race, color, religion,

IMYN-ZA

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age (40+), national origin, sex, genetic information, mental/physical disability and/or reprisal, when:

a. Submission to such conduct is made either explicitly or implicitly based on a term or condition of an individual's employment.

b. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

5. **POLICY:** Sexual harassment is a form of sex discrimination involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

6. Harassment (sexual/non-sexual) violates acceptable standards of conduct required of all personnel, reduces mission effectiveness, and wastes valuable resources. Any manager or supervisor who exhibits or condones harassing behavior to control, influence or affect the career, or job of another employee is engaging in unlawful harassment. Additionally, individuals making deliberate or repeated unwelcome verbal or physical contact of sexual nature are engaging in sexual harassment and are subject to the full range of disciplinary actions.

7. Employees should immediately report prohibited workplace harassment to an appropriate management official in the chain of command or USAG-Y EEO Office. Early reporting and intervention have proven the most effective methods of resolving actual or perceived incidents of sexual or non-sexual harassment. Civilian employees who believe they are victims of harassment (sexual/ non-sexual) may report such allegations without fear of reprisal for participating in EEO protected activity.

8. The Equal Employment Opportunity Commission rules and regulations clearly state no person will be subjected to retaliation for opposing any practice made unlawful by Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Equal Pay Act, the Rehabilitation Act, or for participating in the administrative or judicial process under these statutes. I expect managers and supervisors to investigate and promptly resolve reports of harassment (sexual/non-sexual) by taking appropriate corrective action after consulting with SJA, CPAC, and EEO.

9. All members of this Command will receive training to ensure they are able to identify factors leading to or resulting in workplace harassment. Civilian employees and military personnel who supervise civilians will attend mandatory Prevention of Sexual Harassment and EEO training on an annual basis.

10. This policy is effective immediately remains in effect until rescinded or superseded.

IMYN-ZA

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11. The point of contact is Anna M. Revere, EEO Director, USAG Yongsan and Area II, DSN (315) 738-4085, [anna.m.revere.civ@mail.mil](mailto:anna.m.revere.civ@mail.mil).



J. SCOTT PETERSON  
COL, CA  
Commanding

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