DEPARTMENT OF THE ARMY
HEADQUARTERS, WARRIOR TRANSITION BRIGADE- NATIONAL CAPITAL REGION
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BETHESDA, MD 20889-5634

MCAT-WTB-CDR

24 January 2014

MEMORANDUM FOR Warrior Transition Brigade-National Capital Region (WTB-NCR)

SUBJECT: Warrior Transition Brigade-National Capital Region (WTB-NCR) Policy Letter # 30 - Anti-Harassment Policy Statement

1. REFERENCES:

a. Equal Employment Opportunity Commission Management Directive 715, subject; Equal Employment Opportunity, dated 1 October 2003.

b. Army Regulation (A) 690-600. Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

c. Army Regulation (AR) 600-20, Army Command Policy, dated 8 March 2008.

2. PURPOSE: To establish the WTB Commander's Anti-Harassment policy.

3. PROPONENT: The proponent for this policy is the Office of Equal Employment Opportunity.

4. APPLICABILITY: This policy applies to all personnel assigned, attached or on temporary duty to the Warrior Transition Brigade-National Capital Region (WTB-NCR) serving as Cadre, Soldiers in Transition or Non-Medical Attendants (NMAs). This Policy extends to the Bethesda, Fort Meade and Fort Belvoir WTUs.

5. POLICY:

a. As part of my commitment to supporting the principles of Equal Employment Opportunity and Equal Opportunity for all military personnel, civilian employees and applicants for employment, I want to emphasize the importance of maintaining a work enviroment that is free of workplace harassment, to include sexual harassment. The Soldiers, civilian employees, and contract personnel we work with deserve to be treated at all times with the dignity and respect that allows them to work at their full potential. Workplace harassment destroys this initiative, so it is imperative that commanders, managers and supervisors at all levels are vigilant in identifying inappropriate behavior and work aggressively to eradicate harassment in any form before it becomes severe or pervasive.

b. Workplace harassment is defined as any unwelcome conduct based on race, color, religion, gender, age, national origin, disability, genetic information, or retaliation when such conduct has the purpose or effect of adversely affecting a person's work performance and/or creating an

intimidating, hostile, or offensive work enviroment. Harassing conduct may include, but not limited to, racial slurs, negative stereotyping, offensive written material or electronic media, demeaning or sexual jokes, inappropriate unwanted touching and interference with work performance. I will not tolerate workplace harassement and I charge all commanders, managers and supervisors at every level with maintaining an enviroment free of any form of harassment.

c. Any Soldier or civilian employee who believes he or she has been the victim of workplace harassment in any form is strongly encouraged to report it immediately to an appropriate person in his or her chain or command and/or the Equal Opportunity (military) or the servicing EEO Office (civilian). Allegations of workplace harassment will be investigated promptly, thoroughly, and impartially, and immediate and appropriate corrective action will be taken when warranted. Furthermore, I will not tolerate any form of reprisal or retaliation against any employee for making a good-faith report of harassing conduct or for participating in any inquiry regarding such a report. Harassing conduct tears at the very fiber of our Army Values, therefore I expect all employees to act professionally, comply with this policy and refrain from any harassing conduct.

d. I direct this policy memorandum be posted on all appropriate official bulletin boards.

6. The point of contact for this policy is the Brigade EO at 301-400-2305.

Caring for Our Soldiers…Heal, Educate, Transition!

DANA S. TANKINS
COL, SC
Commanding