DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT CARSON
1626 ELLIS ST, SUITE 200, BLDG 1118,
FORT CARSON, COLORADO 80913-4145

REPLY TO
ATTENTION OF

GC Policy #5

IMWE-CAR-ZA 21 Sep 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy on Prevention and Elimination of Unlawful Harassment in the Workplace, GC Policy #5

1. References. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 Mar 88.

2. Purpose. To establish the Commander's Policy on elimination of unlawful workplace harassment.

3. Applicability. This policy applies to all applicants for employment, employed civilians, former employed civilians, and certain contractor personnel serviced by the Fort Carson Equal Employment Opportunity Office.

4. Policy. This command will provide a workplace free from unlawful harassment for all employees and applicants for employment regardless of race, color, religion, age, sex, national origin, disability or genetics. The Department of 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 that does occur before it becomes severe or pervasive. This policy applies to all applicants and employees and prohibits harassment discrimination and retaliation whether engaged in by fellow employees, supervisors, managers, or someone not directly employed by Fort Carson (e.g, an outside vendor, contractor, or customer).

5. Definition. Unlawful harassment is defined as unwelcome, offensive, or intimidating conduct such as ridicule, abuse, insults, derogatory comments, etc., that is directly or indirectly based on a person's race, color, religion, age, sex (to include sexual harassment), national origin, or disability when:

a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual; or

c. Such conduct interferes with an individual's work performance creating an intimidating, hostile or offensive environment.

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

6. Procedures. Employees should immediately report any harassment that they experience or observe to an appropriate management official in or outside their chain of command to include the EEO Office. Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. Employees must take reasonable steps to avoid harm from unlawful harassment. It is their responsibility to use the EEO Complaint process or their chain of command to report harassing behavior. Individuals who report harassment are protected from retaliation or reprisal. Leaders at all levels are responsible for ensuring compliance with this mandate.

7. The proponent for this policy is the Fort Carson EEO Office, 526-9673/4413.

Robert F. McLaughlin
ROBERT F. McLAUGHLIN
COL, FA
Garrison Commander

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