



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum 2 - Prevention of Sexual Harassment Policy

1. All personnel (military and civilian) are responsible to maintain high standards of trust, integrity, impartiality, and conduct to ensure the proper performance of business and maintenance of the public trust. Sexual harassment is a violation of the Standards of Conduct, the Merit System Principles found in 5 US Code 2301, and is a violation of Title VII of the Civil Rights Act of 1964, as amended.
2. 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 or condition of a person's employment, submission to, or rejection of, such conduct by a person is used as a basis for employment decisions affecting that person, or such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.
3. Sexual harassment is unacceptable conduct and will not be tolerated at any level. Substantiated complaints of sexual harassment will result in corrective administrative or disciplinary action, which can range from reprimand to removal. Retaliating or discriminating against an employee for reporting or cooperating with an investigation of allegations of sexual harassment is prohibited and will also result in appropriate disciplinary action.
4. Preventing sexual harassment is everyone's responsibility and all reports of sexual harassment will be taken seriously and handled appropriately in a fair and expeditious manner under applicable regulations. Persons who believe they are the subject of sexual harassment should make it clear to the individual harassing them that such behavior is unwelcome. If the harassment does not stop, the person should immediately notify their supervisor. If the immediate supervisor is the harasser, the employee should notify his or her second-line supervisor. Employees may also contact the EEO Office.
5. All personnel are required to fully support this policy to prevent and eliminate all forms of sexual harassment.
6. The point of contact for this policy memorandum is the EEO Office at 301-619-4147.



DEXTER NUNNALLY
Colonel, SC
Commanding

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