



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, BOX 30
APO AE 09630

IMIT-EE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Italy, Equal Employment Opportunity (EEO) Policy

1. References:

- a. 29 Code of Federal Regulations Part 1614
- b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04
- c. Army Regulation 690-12, Equal Employment Opportunity and Diversity, 12 Dec 19

2. Applicability: This policy applies to all military and civilian personnel serviced by the U.S. Army Garrison Italy Equal Employment Opportunity Office.

3. This policy establishes my commitment to EEO Programs. Equal Employment Opportunity is everyone's business, and is an integral part of every member of the workforce's responsibility. I am personally committed to providing a workplace environment where employees are free from discrimination and are judged solely on the basis of merit and ability. Military and Civilian supervisors and managers at all levels must ensure a workplace where every employee is valued, is treated with respect and dignity, and has an opportunity to contribute fully to the mission.

4. Discrimination: This command is to provide equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, age (40+), disability, genetic information, sexual orientation, gender identity, status as a parent, and reprisal. Managers and supervisors are to promote the full realization of EEO through a continuing diversity and inclusion program. I expect each of you to base all decisions which may affect promotion, training, awards, or duty assignments on the individual's merit, potential, and performance.

5. Anti-Harassment: Discrimination, retaliation and harassment in any form is unlawful and will not be tolerated at USAG Italy. Unlawful harassment includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on sex, race, color, religion, national origin, age (over 40), disability, genetic information, or reprisal when such conduct alters the conditions of the victim's employment, either by culminating in a tangible employment action or when it is sufficiently severe or pervasive to create a hostile work environment. Managers and

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supervisors must contact the Office of the Staff Judge Advocate within one (1) business day of receiving notice of the alleged harassment. Managers and supervisors must promptly investigate all harassment allegations regardless of whether the harassment rises to the level of severe or pervasive. Managers and supervisors must address allegations of harassment with the employees directly involved in the incident, along with any witnesses who might have firsthand information. Further, managers and supervisors must take prompt preventive and corrective action.

6. Complaint Processing: Civilian employees, applicants for employment, and contractors are encouraged to contact the EEO Office to address incidents of perceived discrimination. Allegations of discrimination or sexual harassment must be brought to the attention of the EEO Office within 45 calendar days from the date of the incident, or if a personnel action, within 45 days calendar days of its effective date, or the date that the individual became aware of, or reasonably should have become aware of the discriminatory act or personnel action. The complaint process is designed to resolve allegations. If an individual cannot reach a resolution, he or she may file a formal complaint within 15 calendar days from the date of receipt of the Notice of Right to File a Discrimination Complaint. I encourage all employees to seek assistance, and to cooperate with an investigating officer when addressing equal employment opportunity matters.

7. Alternative Dispute Resolution (ADR): The Army utilizes the ADR mediation method to resolve complaints. The ADR process, especially when used at the earliest stage, restores working relationships and may serve as a preventative measure against future disputes. I strongly encourage all employees to engage in ADR to resolve workplace disputes whenever feasible. Participation in ADR is voluntary.

8. Reprisal/Retaliation: Reprisal against employees, or customers who have filed an EEO complaint, supported others who have done so, or who have otherwise participated in the EEO process will not be tolerated. Reprisal against those who seek relief from discrimination undermines the EEO Process and discourages employees from addressing unlawful acts. I expect allegations of reprisal to be treated at all levels with the seriousness they deserve.

9. Affirmative Action: In implementing a strong affirmative employment program, I place paramount importance on attracting, recruiting, developing, and retaining qualified personnel that represent America's talent and our nation. We must work together to identify, examine, and eliminate barriers from the work environment so that qualified applicants and employees are free to compete for employment opportunities. Barriers to employment may include policies, and or practices that limit or tend to limit employment opportunities for people of a particular race, color, religion, sex, national origin, age (40+), physical/mental disability, genetic, and reprisal.

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10. Reasonable Accommodation: We must seek to remove barriers and to provide individuals with disabilities the chance to enjoy EEO. This command is committed to providing reasonable accommodation to individuals with disabilities, and to ensuring EEO in hiring, advancement, training, awards, and all other employment benefits and privileges.

11. All members of this command must possess the knowledge, skills, and ability to identify factors that may contribute to discrimination. Civilian employees and military personnel who supervise civilians will complete the mandatory annual Army EEO, Anti-Harassment & No Fear Act training available through the Army Training Requirements System (ATRRS). In support of Project Inclusion, Diversity, Equity and Inclusion training should also be part of the yearly training curriculum.

12. Fostering a workplace environment free from discrimination requires everyone's involvement. I strongly encourage leaders to consult with the command EEO Office for advice and guidance when making critical employment decisions. I encourage all civilian employees, applicants for employment, and contractors to contact the EEO Office to address perceived incidents of discrimination.

13. Pursuant to Title VII and 29 Code of Federal Regulations part 1614, this policy statement will be posted on all official bulletin boards.

14. Point of contact for this policy is the USAG, Italy EEO Officer, 9th Street, Bldg. 300A, Caserma Ederle, Vicenza, Italy 09630, DSN 314-646-5880.

DANIEL J. VOGEL
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Commanding

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