



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VIRGINIA 23801

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FORT LEE POLICY NO 18-12

MAY 29 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Statement on the Equal Employment Opportunity Program

1. This policy supersedes Fort Lee Policy No. 18-12, dated 20 August 2013.
2. Our command policy is to ensure equality of opportunity in the employment, development, advancement, and treatment of all employees and applicants for employment without regard to race, color, sex, age, national origin, religion, retaliation, genetic information and mental or physical disability. We will manage our personnel resources to allow for maximum professional and personal growth for the well-being of each employee. As the Fort Lee Garrison Commander, I expect our workforce to be free from any form of discrimination as defined by the following laws: Title VII of the Civil Rights Act of 1964, The Equal Pay Act of 1963, The Age Discrimination Act of 1967, Title I of the Americans with Disabilities Act of 1990, Sections 102 & 103 of the Civil Rights Act of 1991, Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), and Sections 501 & 505 of the Rehabilitation Act of 1973.
3. Sexual harassment is a form of sex discrimination. Sexual harassment is defined by law and regulation as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that could affect ones term or condition of employment, career or employment decisions, interferes with the performance of an employee, or creates an intimidating, hostile or offensive working environment.
4. Harassment in the workplace will not be tolerated. Offensive conduct constitutes harassment if it alters the condition of employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment. Directors will ensure the following elements are met within their respective organizations:
  - a. Assurance that employees who make complaints of harassment or provide information related to such complaints will be protected against retaliation
  - b. A clearly described complaint process that provides accessible avenues for complaint
  - c. Assurance that the confidentiality of harassment complaints will be protected

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d. Assurance that immediate and appropriate corrective action will be taken, including discipline, whenever a determination is made that harassment has occurred.

5. It is our policy to offer mediation to address discriminatory workplace disputes that may arise. Mediation has proven to be an effective method of resolving workplace conflict and is best described as assisted negotiations between two parties with an impartial mediator facilitating the process, however, not representing either side of the dispute. Mediation is a private process with each party empowered to determine whether an agreement is possible.

6. Fort Lee has a firm commitment to equal employment opportunities for Individuals with Disabilities (IWD) and Disabled American Veterans (DAV). An emphasis will be in place on accommodating and ensuring equal opportunity in the hiring, advancement, training, and treatment of these employees and applicants, to include persons with targeted disabilities. We have specific hiring goals and initiatives that will be supported by management.

7. Reasonable accommodations (RA) will be provided to qualified employees or applicants with disabilities, unless doing so would cause an undue hardship. A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability.

8. Title II of the Genetic Information Nondiscrimination Action of 2008 (GINA), prohibits discrimination on the basis of genetic information in any term or condition of employment. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family member(s), as well as information about the manifestation of a disease or disorder in an individual's family member(s).

9. This policy statement will be posted on all official bulletin boards. For more information, please contact the Equal Employment Opportunity Staff located at 1403 Mahone Avenue, Building 9028, Suite D, Fort Lee, VA 23801 or by calling 804-734-6835.



PAUL K. BROOKS  
COL, LG  
Commanding

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