



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LIBERTY  
2175 ROCK MERRITT AVENUE  
FORT LIBERTY, NC 28310-5000

AMIM-LIG-ZA (690-600)

02 June 2023

**MEMORANDUM FOR RECORD**

**SUBJECT:** Garrison Policy Letter #2, Anti-Harassment in the Workplace

**1. References:**

- a. AR 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019.
- b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004.
- c. AR 600-20 (Army Command Policy), 24 July 2020.

2. It is the duty of every leader in this command to provide and maintain an environment of trust and respect for human dignity. Workplace harassment, including bullying, sexual harassment, or any other type of harassment, has no place in this command. Harassment based on sex, (including harassment of a sexual or non-sexual nature, pregnancy, gender identity, and sexual orientation), race, color, religion, national origin, age (40 and older), genetic information, disability (mental or physical), reprisal, or other impermissible basis, is unacceptable and will not be tolerated in this command. This policy memorandum supersedes Garrison Policy Letter #2, Anti-Harassment in the Workplace, dated 15 November 2019.

3. I affirm my personal commitment to the establishment of a work environment, free of harassment, where all personnel can perform to their full potential. The spirit and intent of this policy is to foster a work environment that promotes and ensures the dignity and self-worth of all personnel and "reflects this command's commitment to excellence. Managers and supervisors are expected to lead by example and ensure professional conduct in the workplace.

4. Managers and supervisors, at every level, must ensure any reported incident of harassment is investigated immediately and thoroughly and take corrective action as appropriate. Harassment includes, but is not limited to, any offensive or unwelcome conduct such as bullying, jokes, slurs or other verbal, nonverbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive, or hostile work environment.

5. Bullying and other behavior that demeans, intimidates, or humiliates people either as individuals, or as a group is unwelcome behavior. Bullying behavior is often persistent and part of a pattern of conduct, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior. Any form of bullying is unacceptable and will not be tolerated under this command.

6. Sexual harassment is a form of sex discrimination that will not be tolerated by members of this command and United States Army Garrison Fort Liberty. Every Soldier, Civilian employee, and Family member is responsible for treating one another with dignity and respect. Sexual harassment includes unwelcomed 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 either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct is used as a basis for career or employment decisions affecting an individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's performance and/or creates an intimidating, hostile, or offensive work environment.

7. The prevention and elimination of sexual harassment is everyone's responsibility, and we all have an obligation to maintain high standards of conduct in the workplace. Strong leadership is required to eliminate sexually harassing behavior. Employees, former employees, and applicants for employment who have been sexually harassed by any government employee have an obligation to make it clear such behavior is unwelcome and offensive. Co-workers who have witnessed such incidents also have an obligation to come forward and report it immediately. Reprisal against any Soldier or Civilian employee who reports workplace harassment is prohibited. Individuals in leadership or supervisory positions must lead by example and will be held accountable for maintaining a discrimination-free work environment.

8. A supervisor or management official, whether Service member or Civilian employee, who witnesses harassing conduct (sexual or non-sexual), will contact their servicing Staff Judge Advocate within one (1) business day for guidance on the appropriate type of inquiry response necessary to promptly address and resolve the matter.

9. Civilian employees who feel they are being sexually harassed should request assistance from their chain of command or the Equal Employment Opportunity (EEO) office. Military personnel and Family members should seek assistance from their chain of command or the military Equal Opportunity (EO) office.

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10. This policy memorandum will be permanently posted on all official bulletin boards.

11. The point of contact for this policy is the Director, Equal Employment Opportunity Office at (910) 396-4017 or DSN 236-4017.



JOHN WILCOX  
COL, CA  
Commanding