



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON NATICK
10 GENERAL GREENE AVENUE
NATICK MA 01760-5002

AMIM-SSG-ZA

COMMAND POLICY LETTER NO. 2

Equal Employment Opportunity (EEO) and Anti-Harassment

1. REFERENCES:

- a. Army Regulation 690-12, (Equal Employment Opportunity and Diversity), Appendix D, 12 December 2019.
- b. Title VII of the Civil Rights Act of 1964, as amended.
- c. 29 Code of Federal Regulations, Part 1614.

2. APPLICABILITY: This policy is applicable to all United States Army Garrison Natick Soldier Systems Center Civilian employees.

3. PURPOSE: The purpose of this policy is to implement Anti-Harassment Policy and Procedures all USAG Natick Civilian employees.

4. POLICY:

a. Department of the Army policy states all personnel shall be committed to maintaining an environment free of workplace harassment. Unlawful harassment includes, but is not limited to unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age (over 40), disability, genetic information, or reprisal when an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee or the conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of the employee's employment or otherwise create a hostile or abusive work environment. Any conduct which contributes to workplace harassment will not be tolerated.

b. Likewise, no person shall be subject to retaliation for opposing or reporting any practice made unlawful by Title VII of the Civil Rights Act, which may include participation in any inquiries, investigations, or hearings.

c. Supervisors will be held accountable for maintaining a workplace environment that supports the principle of human dignity and mutual respect.

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SUBJECT: COMMAND POLICY LETTER NO. 2, Equal Employment Opportunity (EEO) and Anti-Harassment

5. PROCEDURES:

a. Individuals are encouraged to immediately report issues of harassment through their chain of command to facilitate early resolution at the lowest level or contact the EEO office within **45 CALENDAR DAYS** of the harassing event. This policy will extend the 45-calendar day time limit by an additional 45 calendar days when an individual shows he or she did not know or could not have reasonably discovered a discriminatory practice or personnel action.

b. All complaints of harassment will be immediately, objectively, and thoroughly investigated. If a report of harassment is substantiated, appropriate disciplinary action will be taken up to and including removal from Federal service.

c. All employees must successfully complete the Army's mandatory EEO, Anti-Harassment and Notification, and Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) for training for non-supervisors within 90 days of entering employment and annually thereafter.

d. All newly appointed supervisors must complete the EEO, Anti-Harassment, and No FEAR Act training for supervisors within 90 days of entering the supervisory position and annually thereafter.

6. This policy replaces Command Policy Statement No. 2, Equal Employment Opportunity and Anti-Harassment, 08 September 2021.

7. PROPONENT: The proponent for this policy is the Equal Employment Opportunity Office, at 757-501-7953.

ANDREW R. BALLOW
LTC, SF
Commanding

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