



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
UNIT #23152  
APO AE 09067-3152

22 JUL 2020

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MEMORANDUM FOR ALL US ARMY GARRISON RHEINLAND-PFALZ (USAG RP)  
PERSONNEL

SUBJECT: Command Policy Letter # 9, Anti-Harassment

1. REFERENCES:

a. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, Appendix D, 12 December 2019.

b. Equal Employment Opportunity (EEO) Management Directive 715 (EEO MD 715), United States Equal Employment Opportunity Commission, 1 October 2003.

c. Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, United States (U.S.) Equal Employment Opportunity Commission, 18 June 1999.

2. PURPOSE: Ensure all USAG RP workplaces are free from all types of harassment. Harassment based on race, color, religion, national origin, sex (including pregnancy, gender identity, sexual orientation), age (40 or older), disability (physical and/or mental), genetic information or reprisal (prior EEO activity or participant in the complaint process), by anyone in the workplace including non-employees is strictly prohibited.

3. POLICY: Everyone has a role and responsibility to ensure our work environments remain safe, healthy, professional and productive. Managers and supervisors are encouraged to maintain a welcoming and inclusive environment. All employees are encouraged to report harassment before it becomes severe or pervasive. While isolated incidents of harassment generally do not violate federal law, a pattern of such incidents may be unlawful. Therefore, to discharge our duty of preventing discriminatory harassment in the USAG Rheinland-Pfalz workplace, we want to make it clear to our employees that we will make every effort to prevent and stop any discriminatory harassment, regardless of whether it violates federal law.

Harassment includes, but is not limited to, any unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual; actions or conduct which has the purpose or effect of creating an intimidating, hostile, or offensive work environment; unreasonably interferes with work performance; or otherwise adversely

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affects employment opportunities for an employee or applicant. Harassing conduct includes, but is not limited to, use of epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts, written or verbal comments, or graphic material to denigrate or show hostility, or aversion toward an individual or group based upon any protected status, or directed toward an employee or applicant because of his or her membership in a protected category.

Sexual harassment is a form of gender based discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is present when such conduct is made a condition of a person's job, or used for employment decisions affecting that person, or when it creates an intimidating, hostile or offensive environment, or interferes with the performance of an employee's duties.

4. PROCEDURES: When an employee complains to management about alleged harassment, the agency is obligated to investigate the allegation regardless of whether it conforms to a particular format or is made in writing. Managers, supervisors (civilian and military supervisors of civilians) must follow the notification requirements outlined in AR 690-12 Appendix D. Use of the chain of command allows all parties to attempt resolution at the lowest level; however, employees also have other avenues of redress such as the EEO Office, IG, HR, and Office of Special Counsel. Retaliating or discriminating against an employee for reporting or cooperating with an investigation of allegations of harassment is strictly prohibited and may result in appropriate disciplinary action. Management should undertake whatever measures necessary to ensure that reprisal and retaliation do not occur.

The Agency will protect the confidentiality of the employee or applicant making the harassment allegations to the extent possible. The Agency cannot guarantee complete confidentiality, since it cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses. Information about the allegation of harassment will be shared only with those who need to know about it. The Agency will undertake immediate and appropriate corrective action, including when warranted, disciplinary action up to and including removal of the harasser, whenever it determines that harassment has occurred in violation of this policy.

All employees must complete their annual mandatory EEO/Anti-Harassment/NoFEAR training online; EEO 203A - for non-supervisors or EEO 203B - for supervisors of civilians (including Military Supervisors of civilians). If face-to-face training is completed,

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supervisors must update the training records to ensure 100% of their staff has complied with this requirement.

5. This policy will be placed on all official bulletin boards, made available to all personnel assigned to USAG-Rheinland-Pfalz, and included in orientation packets for all new employees.

6. This policy will remain in effect until it is officially rescinded.

7. PROPONENT: POC for this policy is Madonna Lachman, Equal Employment Opportunity Manager, DSN 541-2200, or Madonna.l.lachman.civ@mail.mil.



VANCE J. KLOSINSKI  
COL, SF  
Commanding