



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD
1791 GULICK AVENUE
FORT STEWART, GEORGIA 31314

AMIM-SHG-EE (600)

MEMORANDUM FOR All Fort Stewart and Hunter Army Airfield (FS/HAAF) Personnel

SUBJECT: U.S. Army Garrison, Fort Stewart and Hunter Army Airfield Policy Memorandum #3,
Policy for Anti-Harassment in the Workplace

1. REFERENCES.

- a. 29 Code of Federal Regulations (CFR) Part 1614, Federal Sector Equal Employment Opportunity.
- b. The Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002, (No FEAR Act), effective 1 October 2003.
- c. Army Regulation 600-12, Equal Employment Opportunity and Diversity, 22 December 2016.
- d. USAG Fort Stewart and Hunter Army Airfield Anti-Harassment Plan, 26 January 2021

2. PURPOSE. To provide the Commander's Policy on Anti-Harassment in the workplace.

3. APPLICABILITY. This policy applies to all personnel assigned to or under the operational control US Army Garrison, Fort Stewart/Hunter Army Airfield (FS/HAAF), in addition to applicants for employment and former employees of U.S. Army Garrison, FS/HAAF.

4. POLICY.

a. U.S. Army Garrison FS/HAAF mission is to support the Warfighter and to be the Army's premier power projection platform. It is imperative that FS/HAAF promotes an environment free from harassment. Harassment of any kind is detrimental to accomplishing the mission and to the morale of the workforce. I expect all management officials and employees to prevent such behaviors and to execute timely corrective action should they occur. It is imperative that we maintain a high level of professionalism and courtesy that symbolizes our commitment to excellence. Harassment of employees will not be tolerated.

b. Harassment is defined as any offensive conduct such as slurs, jokes or other verbal, nonverbal or physical conduct that has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive or hostile environment.

5. RESPONSIBILITIES.

a. Leaders at all levels must be vigilant in identifying inappropriate harassing behavior and must take all allegations of harassment serious. We must work aggressively to eradicate harassment before it becomes severe or pervasive and violates the law. This includes both

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sexual and non-sexual harassment. It is vital that we ensure that workplace policies, practices, and behaviors are fair, professional, and nondiscriminatory.

b. All employees who believes that he or she has been a victim of harassment is encouraged to report it. Immediate reporting can help to bring about timely resolution to problem situations and assist management in taking appropriate corrective action. Contact should be made with the appropriate chain of command and/or servicing EEO (civilian), Equal Opportunity (military), legal, or personnel offices.

c. Employees who make a claim of harassment, witnesses, or individuals who provide information related to the claim will be protected against retaliation. We must also protect confidentiality to the fullest extent possible.

6. PROCEDURES: Commanders, managers, and supervisors must take seriously all complaints of harassment or unlawful discrimination. Reference (d) is provided to assist management officials in reporting and investigating complaints of harassment to ensure all parties are contacted, the situation is documented, and appropriate corrective action is taken when harassment has occurred.

7. PROPONENT. The Equal Employment Opportunity Office is the proponent for this policy. Point of contact is the Equal Employment Manager, commercial (912) 767-4074 or DSN 870-4074.

MANUEL F. RAMIREZ
COL, MI
Commanding