



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON YONGSAN - CASEY  
UNIT #15333  
APO AP 96205-5333

AMIM-YNG-ZA

29 May 2024

**UNITED STATES ARMY GARRISON YONGSAN - CASEY POLICY LETTER # 2**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention and Elimination of Unlawful Harassment in the Workplace

**1. REFERENCE.**

a. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity, 22 December 2016.

b. Army Regulation (AR) 690-600, Equal Employment Opportunity Discrimination Complaints, 9 February 2004.

c. Army Regulation (AR) 600-20, Army Command Policy, 6 November 2014.

d. USFK Regulation 690-1, Regulations and Procedures – Korean Nationals, 1 July 2017.

**2. PURPOSE.** To provide policy and guidance to U.S. Army Garrison – Yongsan-Casey on the prevention and elimination of unlawful harassment in the workplace.

**3. APPLICABILITY.** This policy statement applies to all military and civilian personnel assigned to or under the control of USAG-Humphreys.

**4. POLICY.**

a. I am committed to creating a work environment free of any form of unlawful harassment where all personnel can perform to their highest potential. Managers and supervisors must remain cognizant of their responsibilities to prevent unacceptable behavior of harassment, and take immediate and appropriate action when such conduct is present. Workplace harassment is a violation of law, and can adversely affect morale, diminish self-esteem, decrease productivity, and interfere with the mission; therefore, it is unacceptable and will not be tolerated.

b. 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 (including pregnancy, gender identity, sexual orientation, and sexual harassment), national origin, age (40 and older), disability (mental or physical), genetic information or reprisal when:

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(1) An employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee.

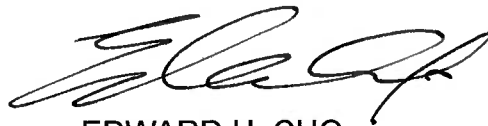
(2) The conduct is sufficiently severe or pervasive as to alter the terms, conditions or privileges of an employee's employment, or otherwise create a hostile or abusive work environment.

5. RESPONSIBILITIES.

a. Reporting is everyone's responsibility. Individuals who believe they are subjected to acts of harassment should make it clear that such behavior is unwelcome, and immediately report the incident to the appropriate supervisory channels. Military and civilian managers and supervisors at every level must ensure reported incidents of harassment are investigated immediately and thoroughly, and make certain swift, fair, and effective corrective action is taken, as needed. Report instances of unlawful harassment early in order to achieve timely resolution to the issue.

b. I expect all personnel to support my continuing commitment to ensure that unlawful harassment is eliminated at USAG-Yongsan-Casey.

6. PROPONENT. The proponent for this policy is USAG YONGSAN-CASEY EEO at (315) 722-4041.



EDWARD H. CHO  
COL, LG  
Commanding

DISTRIBUTION:  
USAG YONGSAN-CASEY Website