



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 42
APO AE 09630

REPLY TO
ATTENTION OF:

IMVI-ZA

8 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 03-2014 - Prevention of Unlawful Harassment

1. Reference, The Notification of Federal Employees Anti-Discrimination and Retaliation Act (No FEAR Act) (Public Law No. 107-174), effective 1 October 2003.

2. Purpose. To state the Installation's policy regarding Anti-Discrimination and Unlawful Harassment.

3. Applicability. This policy applies to all Military and civilian personnel serviced by the US Army Garrison Vicenza Equal Employment Opportunity Office.

4. Policy:

a. Discrimination, retaliation, and/or harassment in any form is unlawful and will not be tolerated at USAG Vicenza. Harassment is defined as any offensive conduct, which alters the conditions of the victim's employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment. I am dedicated to ensuring a safe and hostile-free work environment for all employees, contractors, and anyone affiliated with USAG Vicenza.

b. Any and all forms of harassment based on sex, race, color, religion, national origin, age, disability, genetics, and reprisal that violate the civil rights of others are detrimental to mission accomplishment and are contrary to the Army's core values.

c. Compliance with anti-discrimination statutes requires the initiative of individuals to freely question discriminatory behavior. Retaliation against those who seek relief from discrimination, if permitted to go unaddressed, would diminish the willingness of employees to speak out or participate in proceedings established to eliminate the unlawful conduct.

d. Supervisors must continue to manage and not be intimidated by the protected activities of their employees. The legal right to protest against discrimination or to participate in the administrative complaint process as complainants, counselors, or witnesses is mandated by applicable laws and regulations. It is crucial that supervisors remain professional in all dealings with employees and ensure that their actions are not improperly motivated.

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e. Anyone in a supervisory position has a special responsibility to prevent and promptly correct harassment in the work force. However, we all have a moral responsibility and must do our part in the prevention of harassment before it escalates to the level of a violation of federal law. Together we can prevent harassment and maintain the high level of professionalism and pride that sets us above and apart from other Army Installations.

5. Procedures. Employees should immediately report any harassment that they experience or observe to an appropriate management official to include the Office of Equal Employment Opportunity (EEO). Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. Individuals who report harassment are protected from retaliation or reprisal. Leaders of all levels are responsible to ensuring compliance with this mandate.

6. Proponent. The Garrison Installation EEO Office is the proponent for all matters associated with equal employment opportunity and discrimination. The POC for the Installation is the EEO Officer at DSN 314-634-7084.


ROBERT L. MENIST, JR.
COL, IN
Commanding

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