



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN AND I CORPS (FORWARD)
UNIT 45005
APO AREA PACIFIC 96343-5005

REPLY TO
ATTENTION OF

IMJN-EE

24 JUL 2015

COMMAND POLICY MEMORANDUM 15-09

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SUBJECT: Anti-Harassment Policy for Department of the Army Civilian (DAC), Master Labor Contract (MLC), Indirect Hire Agreement (IHA) and Marines Contract (MC) Employees

1. Successful mission accomplishment can be achieved only in an environment free of harassment for all its employees. I am strongly committed to providing a work environment in which all members of our team are treated with respect and dignity. Harassment is one of the most serious forms of disrespect and has no place in US Army Japan.
2. My policy against either type of harassment in the workplace is simple and clear. There is no place for sexual harassment, or harassment-based actions because of a person's race, color, religion, gender, age, national origin, disability or genetic information, or retaliation. Any harassment that is threatening, insulting, intimidating or discriminatory and upsets the workplace environment will not be tolerated.
3. It is important that Commanders, supervisors and managers be vigilant and take personal responsibility to end harassment and discrimination in the workplace. Appropriate disciplinary action will be taken against leaders fail to take appropriate action on reports of harassment, or retaliate against an employee for reporting or filing a complaint of harassment. Employees who harass coworkers or other employees will be disciplined.
4. I want our Civilian team of Army Civilians and Local National employees to feel comfortable in coming forward and reporting sexually harassing behavior or workplace harassment without fear of retaliation. Employees should report incidents to the appropriate supervisory level if the behavior does not stop after the harasser has been told that his/her behavior is offensive and unwelcome, if the employee is uncomfortable in addressing the harasser, and if the behavior is severe, possibly criminal, in nature.
5. This memorandum supersedes Command Policy Memorandum 13-08, dated 29 August 2013.
6. For assistance, contact EEO at 263-7182. MLC, IHA and MC employees may also contact Japanese Employment and Services Office at 263-4938/3574.


JAMES F. PASQUETTE
MG USA
Commanding

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