



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AREA PACIFIC 96343-5005

IMJN-EE

28 August 2018

COMMAND POLICY MEMORANDUM 18-06

FOR SEE DISTRIBUTION

SUBJECT: Anti-Harassment Policy for the Workplace

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 severe forms of disrespect; it indicates a breakdown in leadership and has no place in the United States Army Japan.
2. Workplace harassment based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), age, national origin, disability, genetic information, or reprisal is not acceptable.
3. Harassment includes, but is not limited to, any offensive conduct such as slurs, jokes or other verbal, nonverbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive or hostile environment. Sexual harassment is a form of sex discrimination. It adversely impacts readiness and affects mission accomplishment. Further, it violates the law, is detrimental to productivity, diminishes self-esteem, and adversely affects morale.
4. It is important that Commanders, supervisors, and managers be vigilant and take personal responsibility to end harassment and discrimination in the workplace. Any Soldier, Department of the Army (DA) Civilian or Local National (LN) employee who encounters workplace harassment should report the incident through appropriate channels. Every leader must ensure that every reported incident is investigated immediately and thoroughly, with corrective action taken as appropriate. Reprisal against any Soldier or Civilian who reports workplace harassment is prohibited.
5. So that employees are aware of the anti-harassment policy, procedures, and what their role is in the complaint process, Commanders will ensure Soldiers and DA Civilians complete the Army's annual mandatory "Equal Employment Opportunity (EEO), Anti-Harassment and No FEAR Act Training" by 30 September of each fiscal year.

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6. This policy statement must be posted on all official bulletin boards.
7. This memorandum supersedes Command Policy Memorandum 15-09, dated 24 July 2015.
8. Your primary point of contact for this policy is the U.S. Army Garrison Japan, Equal Employment Opportunity Office. They can be reached at 263-7183/3792.



VIET X. LUONG
MG, USA
Commanding

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