

Commandant's Equal Employment Opportunity Policy Statement

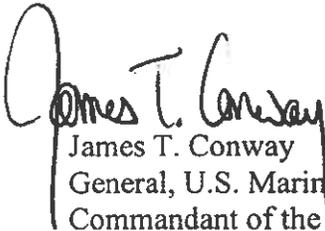
Equal employment opportunity is a leadership issue — EEO and leadership combined equate to mission readiness, which is our ultimate goal as Marines. Our mission requires mutual trust that can only exist in an environment where every individual is treated with respect and dignity — regardless of race, color, gender, religion, age, or national origin.



Undeniably, people are our most precious asset. Each individual deserves to be treated with respect and dignity as we work together to serve and protect our Nation. Although they may not wear a uniform, Civilian Marines maintain the Marine Corps' reputation of devotion to duty. Their expertise and stability are critical to accomplishing our mission and meeting the challenges that face our Corps and our Nation.

In order to attract and retain the high quality of civilians our Marine Corps requires, it is imperative that we create a work environment that fosters the fair and unbiased treatment of all individuals. This involves equal opportunity in hiring practices as well as maintaining conditions that encourage each member of our team to reach their full potential — regardless of race, color, gender, religion, age, or national origin. Employment practices that are not based solely on merit will not be tolerated, and there is no place in our Corps for any form of discrimination or harassment.

I expect all Marines, Sailors, and Civilian Marines to steadfastly adhere to our Core Values. These values maintain the fundamental qualities that are the cornerstones of the Marine Corps' legacy — pride, leadership, discipline, and respect for human dignity.


James T. Conway
General, U.S. Marine Corps
Commandant of the Marine Corps



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES, EUROPE
UNIT 30401, APO AE 09107-0401

EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY

The success of the Marine Corps requires an environment based upon our core values of **honor, courage** and **commitment**. We will establish and maintain an environment of positive leadership where each and every Marine, Sailor, and civilian can reach their full potential without fear of harassment, verbal or physical hazing, or discrimination. Discriminatory behavior and harassment of any kind is wrong, unprofessional, illegal, and will not be tolerated. I am committed to maintaining a climate that fosters equal opportunity for all Marines, Sailors, and civilians, regardless of race, color, national origin, religion, gender, or age. Each member of this command will be treated with **dignity, respect, and professionalism**. Anything short of this is unacceptable.



Paragraph 2001.2 of the Marine Corps Equal Opportunity Manual states "Equal opportunity is everyone's responsibility. Anyone who witnesses an act of discrimination has a responsibility to address, correct, or report the inappropriate behavior immediately." This also includes sexual harassment. The preferred means to identify and correct discriminatory behavior or harassment is the chain of command.

The **Informal Resolution System (IRS)** is one method for resolving such issues. The Informal Resolution System allows for allegations to be resolved at the lowest level possible. If you are a victim of discrimination or harassment, you should tell the offender, verbally or in writing, that their behavior is offensive. The **Informal Third Party and Training Information Resources** are additional options available to help address and resolve your issue. If your action does not resolve the issue, notify your chain of command immediately.

If the offensive behaviors continue, it is recommended that **Formal Complaint Procedures** be initiated by the preferred method of **Requesting Mast**. In addition to the Request Mast, **Article 138** of the Uniform Code of Military Justice; **Redress of Wrong Committed by a Superior**; communications with the **Inspector General**; and communications with **Congress** are options that are available to you.

Leaders at all levels are expected to create and sustain an environment that fosters open communication and reporting without fear of intimidation or reprisals. The perpetual positive development of individual Marines is vital to the continued success of fostering security cooperation efforts within our theater and our Corps. Do not tolerate behaviors that are contrary to our values and leadership principles. Our Marines and Marine Corps depend on it.

D. J. HEJLIK
Lieutenant General, U.S. Marine Corps
Commander, U.S. Marine Forces, Europe



EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT PROCESS

October 2000

The Department of the Navy policy prohibits discrimination in employment because of race, color, religion, sex, national origin, age, disability, sexual orientation, or reprisal for engaging in protected activity, such as previous participation in the filing, presenting, or processing of an EEO complaint.

APPLICABILITY: EEO complaint processing procedures of 29 Code of Federal Regulation (CFR) Part 1614 apply to:

- (1) allegations by one who believes he or she is a victim of discrimination on the basis of race, color, religion, sex, national origin, age, disability, or reprisal; or,
- (2) allegations that a pattern and practice of unlawful discrimination exists, or that an employment policy or management practice within the Department of the Navy has or may have an unlawful discriminatory impact upon a group of individuals.

COVERAGE: The EEO complaint procedure covers all Department of the Navy employees and former employees, including those paid from appropriated and non-appropriated funds, and applicants for employment. Not covered are: (1) local nationals employed outside the United States (British National employees may file an administrative grievance), and (2) active duty military members.

COMPLAINT PROCESS: Within **45 days** of the alleged discriminatory event or action, or the date you became aware of such event, you must contact the EEO Manager below, who will assign a counselor to explain your rights and responsibilities. Ordinarily, counseling must be completed within 30 days. If the complaint is not resolved, a formal written complaint may be submitted, within strict regulatory timelines, to one of the following:

- Commanding Officer of your activity (EEO Officer)
- Ms. Patricia Rice, Deputy EEO Officer
- Ms. Toni Auen, EEO Manager
- Director of EEO, Assistant Secretary of the Navy (Manpower and Reserve Affairs)
Department of the Navy, Washington DC 20350-1000
- Secretary of the Navy, Washington DC 20350-1000

SEXUAL HARASSMENT: Employees have rights under separate and distinct laws when raising allegations of sexual harassment. Note: Processes may be used simultaneously. **Title 10 Section 1561**, a Commanding Officer (CO) or Officer in Charge (OIC) who receives from an employee a complaint alleging sexual harassment by a member of the armed forces or a civilian employee of the Department of Defense shall carry out an investigation. To the extent practicable, the CO/OIC shall within 72 hours after receipt of the complaint commence, or cause the commencement of, an investigation of the complaint and notify the Complainant the investigation has begun. To the extent practicable, the investigation of the complaint should be completed not later than 14 days after the date on which the investigation is commenced. The CO/OIC is to notify the Complainant in writing of the findings of the investigation within six days of receipt of these findings. If an election is made to process under **29 CFR 1614** the process used is described above under Complaints Process.

BRITISH NATIONAL GRIEVANCE PROCESS: For procedural guidance contact Mr. James Lewis, Special Projects Division, HRSC Europe.

MARINE CORPS PROCEDURES

FOR PROCESSING OF DISCRIMINATION/SEXUAL HARASSMENT COMPLAINTS FOR MILITARY PERSONNEL



MARINE CORPS POLICY STATEMENT

The Marine Corps will provide equal opportunity for all military members without regard to race, color, religion, sex, age or national origin, consistent with the law, regulations and requirements for physical and mental abilities. The achievement and maintenance of this goal is integral to the full development of esprit de corps, pride and individual preparedness which are essential to combat readiness.

Your Rights

TO present any legitimate complaint to the command without fear of intimidation, reprisal or harassment.

TO be educated on the Marine Corps complaint and appeal procedures.

TO communicate with the commanding officer concerning your complaint.

TO military legal assistance in submitting formal complaints.

Your Responsibilities

TO advise the command of specifics of discrimination/sexual harassment complaints and to provide the command an opportunity to rectify, remedy or take appropriate action on the complaint before it is brought to the attention of higher authorities.

TO submit only legitimate complaints and to exercise caution against immature or reckless charges.

Commanders down to the battalion/squadron level shall designate, in writing, an equal opportunity program officer. This individual is knowledgeable of equal opportunity policies, sexual harassment prevention, and processing complaints.

The procedures that must be followed to present a complaint are divided into two categories, informal and formal.

INFORMAL COMPLAINT PROCEDURES

Informal Resolution System

1. Direct Approach

- In person, by approaching the offending individual.
- In writing, send a letter to the offending person stating the facts, your feelings about the behavior, and expected resolution.

2. Informal Third Party

- Request assistance from another person.
- Normally a friend or co-worker.

3. Training Information Resources (TIR)

- Request training or resource materials for presentation to the work place in areas of discrimination, harassment or inappropriate behavior.
- TIR includes videos, books, lesson plans, posters, etc. Request TIR from Equal Opportunity Advisor.

FORMAL COMPLAINT PROCEDURES

1. Request Mast

- Preferred method for an individual to make a complaint of discrimination/sexual harassment.

2. Article 138, UCMJ Complaint

- Marine alleges wrong committed by the commanding officer.

3. Redress of Wrong Committed by a Superior

- Marine may file complaint against any superior, who the Marine believes committed a wrong doing. (USNAVREGS, Art. 1150).

4. Communications with Inspector General

- Alternative to the normal chain of command.
- Marines may lodge complaints and provide facts to the Command Inspector or to representatives of the Deputy Naval Inspector General for Marine Corps Matters/Inspector General of the Marine Corps.
- Marines may lodge complaints concerning violations of laws, rules, and regulations; fraud, waste or inefficiency; abuse of authority; or other misconduct.

5. Individual Communications with Congress

- Marines may write individual letters to members of Congress at any time concerning EO issues.

COMPLAINTS RELATED TO DISCHARGE AND RECORDS

Write to the Board for Correction of Naval Records or the Naval Council of Personnel Boards (attn: Naval Discharge Review Board), Department of the Navy, Washington, D.C., 20370-5000. These boards will supply forms and instructions necessary to apply for redress.

Pertinent References for Grievance Procedures

- DON Toll Free Sexual Harassment Advice and Counseling Hot Line: 1 800 253-0931 within CONUS; (703) 614-2735 overseas call collect.
- SECNAVINST 5300.26B
DON Policy on Sexual Harassment
- MCO 5300.10A: Sexual Harassment
- ALMAR 058/94
Discrimination And Sexual Harassment (DASH) Reporting Procedures
- MCO P5354.1B
Marine Corps Equal Opportunity Manual

THIS POSTER MUST BE PROMINENTLY DISPLAYED ON A PERMANENT BASIS BY EVERY COMMAND