



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
CIVILIAN HUMAN RESOURCES AGENCY  
SOUTHWEST REGION  
29 ARNOLD AVENUE  
FORT RILEY, KS 66442-5004

PECH-SWR-A

8 June 2015

MEMORANDUM FOR CHRA Southwest Region Employees

SUBJECT: Equal Employment Opportunity (EEO) for Civilian Employees and Army Policy on Harassment

1. As you all know from my Respectful Workplace Policy dated 9 Jan 2012, it is my intent that all Southwest Region managers, supervisors, and employees will properly carry out their responsibilities to ensure a respectful workplace – where all employees and customers are treated with fairness and dignity. Discrimination, sexual harassment, or disrespect of employees and customers is not acceptable and will not be tolerated.
2. I have attached the Army policies – Equal Employment Opportunity Policy for Civilian Employees and Army Policy on Harassment, both dated 27 Apr 2011. I fully endorse the Army policies – they are absolutely essential to a healthy, productive work environment and mission accomplishment.
3. I expect all leaders, managers, and supervisors to embrace and support these principles, take immediate corrective action when necessary, and ensure that employees feel free to seek EEO assistance without fear, intimidation, or reprisal. I expect all employees to report harassing behaviors by using the local complaint process at their duty location or otherwise reporting allegations of harassment to management officials.
4. All employees should be informed of this policy; as with other policies, it should be posted on your office bulletin boards.

Encls

*Carol G. Burton*  
CAROL G. BURTON  
Director, Southwest Region



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REPLY TO  
ATTENTION OF

PECH-SWR-A

JAN 9 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Respectful Workplace

1. It is my intent to provide a respectful workplace for all employees of the CHRA, Southwest Region. My policy, in consonance with the Army policy, is that managers, supervisors, and employees will properly carry out their responsibilities to ensure a respectful workplace – where all employees and customers are treated with fairness and dignity.

a. Discrimination in any personnel action or behavior will not be tolerated. All employees will be treated equally without regard to race, gender, religion, national origin, color, age or physical or mental handicap.

b. Sexual harassment will not be allowed. Each of us must make it our responsibility to understand what constitutes sexual harassment, report incidents of harassment to supervisors, and consult Equal Employment Opportunity advisors if needed.

c. Disrespect of employees or customers will not be permitted. We all must ensure that subordinates, colleagues, and customers are treated with dignity.

2. All Southwest Region CHRA employees are required to fully support this policy by exemplifying expected behavior. Supervisors and managers must swiftly investigate suspected problems, and take appropriate corrective action. Our organization should be a model for respectful treatment of individuals. I know that I can count on you to ensure our workplace is one that others will want to emulate.

*Carol G. Burton*  
CAROL G. BURTON  
Director, Southwest Region

DISTRIBUTION:  
CPAC's, SOUTHWEST REGION (18)  
SOUTHWEST REGION CAMPUS EMPLOYEES



SECRETARY OF THE ARMY  
WASHINGTON

APR 27 2011

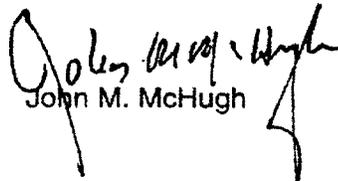
EQUAL EMPLOYMENT OPPORTUNITY POLICY

As Secretary of the Army, I am committed to ensuring equal opportunity in employment for Army Civilian employees and applicants. Leaders, managers and supervisors of the Department of the Army are responsible for making personnel decisions using sound personnel management practices and ensuring that no one is denied employment opportunities because of prohibited discrimination.

The Army is committed to developing and maintaining a professional workplace in which all individuals are treated with dignity and respect. This includes ensuring an environment for Army Civilian employees free of discrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, reprisal, genetic information or other impermissible basis.

Any employee who believes that he or she has been subjected to unlawful discrimination based on race, color, religion, sex, national origin, age, disability, reprisal or genetic information should report the matter to his or her servicing Equal Employment Opportunity office or through appropriate grievance procedures. Any employee who believes that he or she has been subjected to unlawful discrimination based on non-merit factors (such as sexual orientation, marital status, parental status or political affiliation) may file a complaint with the Office of Special Counsel and/or use appropriate grievance procedures.

The Army is strengthened by the talents of its diverse Civilian workforce in accomplishing our national defense mission. I expect supervisors and managers to promote a workplace environment that values the full range of talents each Civilian employee brings to the workforce. Your commitment will enhance our ability to accomplish the Department of the Army's mission at home and abroad.

  
John M. McHugh



SECRETARY OF THE ARMY  
WASHINGTON

APR 27 2011

ARMY ANTI-HARASSMENT POLICY FOR THE WORKPLACE

As Army leaders, it is our duty to provide and maintain an environment of trust and respect for human dignity. Workplace harassment, including sexual harassment, has no place in the Army. We are committed to an environment of mutual respect, dignity and fair treatment.

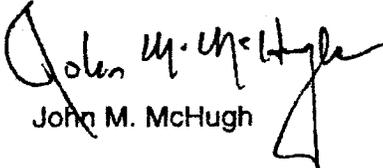
Workplace harassment based on race, religion, color, sex, national origin, age, disability, genetic information, reprisal or other impermissible basis, is not acceptable in either the military or civilian ranks.

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. Even if a single utterance, joke or act does not rise to the level of actionable harassment under the law, such conduct is contrary to Army values. Leaders at all levels must guard against harassment and should proactively ensure that the work environment is free from all forms of harassment.

Sexual harassment is a form of sex discrimination. Sexual harassment is defined in chapter 7 of Army Regulation 600-20, *Army Command Policy*. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career; or (b) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Any Soldier or civilian 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.

We expect all leaders to support the Army's continuing commitment to a positive workplace environment that protects and preserves human dignity.

  
John M. McHugh