



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST INFANTRY DIVISION AND FORT RILEY
580 1ST DIVISION ROAD
FORT RILEY, KANSAS 66442-7000

CG Policy Letter 9

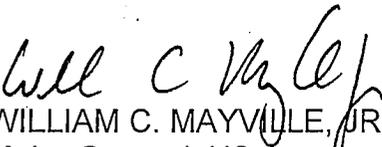
IMWE-RLY-EEO

28 SEP 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) Policy on Harassment

1. Reference: AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988.
2. Harassment is a prohibited personnel practice in the workplace and violates federal law when the treatment is based on race, color, sex, religion, national origin, age (40 and over), disability, genetic information, or reprisal for protected activities under the anti-discrimination statutes. Offensive conduct constitutes harassment if it alters the condition of employment by culminating in a tangible employment action or by being severe or pervasive enough to create a hostile work environment. Such conduct is inconsistent with our commitment to respect all individuals.
3. Discrimination and harassment are unacceptable in the workplace. Every leader must ensure that each reported incident is investigated immediately and thoroughly, and leaders need to execute timely and appropriate corrective action. All employees have a responsibility to report harassing behaviors by reporting the allegation to management officials or using the EEO complaints process. Individuals bringing claims of harassment are assured confidentiality to the fullest extent possible.
4. Harassment of any kind is a detriment to accomplishing the mission. Reprisal against any civilian who reports workplace harassment will not be tolerated. I expect all leaders to support the Army's continuing commitment to a positive workplace environment that protects and preserves human dignity.
5. The point of contact is the Fort Riley EEO Office at 785-239-2595.


WILLIAM C. MAYVILLE, JR.
Major General, US Army
Commanding

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CG Policy Letter 8

IMWE-RLY-EEO

28 SEP 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) and Affirmative Employment

1. Reference: AR 690-12, Equal Opportunity and Affirmative Action, 4 March 1988
2. I am absolutely committed to equal employment opportunity and the established programs by the Department of the Army that is embodied in the Fort Riley EEO Program. These programs are an integral part of the Department of the Army and impact our entire mission and overall readiness.
3. Equal Employment Opportunity and affirmative employment initiatives affect all employment practices surrounding our civilian workforce, to include but is not limited to, recruitments, hiring, promotions, training, awards, reductions in force, disciplinary actions, and terminations. This program requires fair and equitable consideration of all employees and job applicants regardless of race, color, religion, sex, physical/mental disability, national origin, genetic information, age (over 40), and reprisal for protected activities. Civilian employees who believe that an employment decision/action was taken solely based on any of the above criteria are entitled to use the established EEO complaint procedures as well as their supervisory channel without fear of reprisal, coercion, or intimidation.
4. Managers and supervisors share my responsibility to ensure that a solid EEO program is in place and are held accountable to fairly exercise the installation's affirmative employment program. Accordingly, support of the EEO programs is considered a major job element for all managers and supervisors and this requirement will not be taken lightly. Results should include parity of women, minorities, and individuals with disabilities, to include disabled veterans, at all levels and in developmental programs equivalent to percentages within the civilian labor force.
5. The Fort Riley EEO Office is located in Building 500 and can be reached at (785) 239-2595, DSN 856-2595.


WILLIAM C. MAYVILLE, JR.
Major General, US Army
Commanding

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CG Policy Letter 10

IMWE-RLY-EEO

28 SEP 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity (EEO) Policy on the Prevention of Sexual Harassment (POSH)

1. Reference: AR 690-12, Equal Employment Opportunity and Affirmative Action, 4 March 1988
2. Sexual harassment violates the law, is detrimental to productivity, diminishes self-esteem and adversely affects morale. The practices of sexual harassment are unacceptable behavior that cannot be tolerated. Violators of this policy and leaders who fail to take the appropriate action are subject to administrative action. All employees have a responsibility to ensure that our work environment is free from all forms of discrimination.
3. Unwelcome sexual advances, requests for sexual favors, lewd remarks or inappropriate conduct of a sexual nature constitutes sexual harassment when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejections of such conduct by an individual is used as a basis for employment decision affecting such individuals; or (c) such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
4. Preventing sexual harassment is the responsibility of every member of 1st Infantry Division and Fort Riley. Any employee who believes he or she is a victim of sexual harassment should report the allegation(s) to the appropriate agency official, or contact the Fort Riley Equal Employment Opportunity (EEO) Office, who will provide assistance and guidance. It is the responsibility of management to investigate allegations of sexual harassment in a confidential manner and take necessary action to ensure that these allegations are addressed swiftly, fairly, and effectively.
5. It is my policy that Fort Riley will provide a work environment free of sexual harassment for every employee. It is important to me that incidents of sexual harassment do not interfere with our ability to accomplish our mission. I expect all supervisors, managers, and senior level officials to set high standards and demonstrate professionalism by personal example.
6. POSH training for the civilian workforce is mandatory.

IMWE-RLY-EEO

SUBJECT: Equal Employment Opportunity (EEO) Policy on the Prevention of Sexual Harassment (POSH)

7. The point of contact is the Fort Riley EEO Office at (785) 239-2595, DSN 856-2595.


WILLIAM C. MAXWILLE, JR.
Major General, US Army
Commanding

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