DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO ATTENTION OF:

IMSE-GOR-EEO

OCT 27 2009

MEMORANDUM FOR All Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 20 – Prevention of Sexual Harassment (POSH) for Civilian Personnel

1. The policy of this command is to provide an environment free of sexual harassment for all personnel. Sexual harassment will not be tolerated. It is a violation of the Army's high standards of respect, integrity, and honor, and it is harmful to its victims, to organizational cohesion, and to mission accomplishment. There is no place for it in this organization.

2. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature under any of the following circumstances:

- When submission to or rejection of such conduct is explicitly or implicitly made a term or condition of a person's position, pay, or career;
- When submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting the person; or
- When such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

3. Any supervisor who uses implicit or explicit sexual behavior to control, influence, or affect the career, pay, or environment of an employee is engaging in sexual harassment. Similarly, any Service Member or employee who makes deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature may also be engaging in sexual harassment. Supervisors and managers have a responsibility to be aware of the environment within their organizations, to clearly convey this policy to their personnel, and to hold their personnel accountable for any continuing instances of sexual harassment.

4. An employee should immediately report to the chain of command any instance of possible sexual harassment. If this does not resolve the problem, or if the employee is not at ease with bringing the matter to the chain of command, a complaint of sexual harassment may be filed through the Equal Employment Opportunity (EEO) Office.

5. We all share the responsibility for helping eradicate sexual harassment. Department of the Army (DA) policy requires each new employee receive initial POSH training and refresher every two years thereafter. Military supervisors of civilians are required to take civilian sponsored DA training for supervisors every two years also. Together, we can foster an environment that reflects our high standards and affirm the basic worth of every member of our team.

6. The proponent for this action is the Equal Employment Opportunity Office, 706-791-4551.

GLENN A. KENNEDY, II
COL, SC
Commanding

This memorandum supersedes the Garrison Commander's Policy Memorandum No. 13—Prevention of Sexual Harassment, dated 26 January 2009.