



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON, SCHWEINFURT
Unit 25850, Box 10
APO AE 09033

NOV 29 2011

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MEMORANDUM FOR SEE DISTRIBUTION

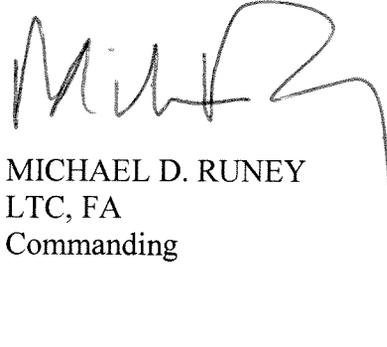
SUBJECT: Policy Memorandum #01-04, Prevention of Sexual Harassment.

1. References.
 - a. AR 600-20, Army Command Policy, August 2011
 - b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, February 2004.
2. Purpose. To announce the Community Commander's Policy on the Prevention of Sexual Harassment.
3. Applicability. This policy applies to all members of the Schweinfurt Military Community.
4. Policy. Soldiers, civilians, and Family members will receive fair and equitable treatment. Sexual harassment is a violation of professional ethics and integrity. It undermines accomplishing our mission, and hinders the productivity of our workforce. Sexual harassment is a form of unacceptable behavior that I will not tolerate within the Schweinfurt Military Community. Commanders, and leaders at all levels are responsible for preventing sexual harassment, and for ensuring that claims of sexual harassment are appropriately reported, investigated, and resolved. Garrison Schweinfurt personnel are required to attend training on the prevention of sexual harassment every two years. New personnel to federal service and new supervisors are required to attend POSH training within 90 days of their work assignment and must comply with the aforementioned training requirement thereafter. Individuals who violate the sexual harassment policy are subject to disciplinary action, ranging from a written reprimand up to and including termination
5. Sexual harassment is a form of gender discrimination involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - a. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person or,
 - b. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

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6. Procedures. Individuals who believe that they have been sexually harassed are encouraged to report the incident to their immediate supervisor or the EEO office. Reports of sexual harassment are taken seriously and will be dealt with promptly, confidentially and with protection from reprisal.
7. All members of the Schweinfurt Military Community have the right to present a claim of sexual harassment without fear of retaliation or reprisal. Commanders and leaders will protect complainants and witnesses from acts of retaliation or reprisal. The undersigned will ensure that all threats or acts of retaliation or reprisal are reported to the Inspector General for appropriate action.
8. Directors, managers and supervisors are responsible for implementing this policy within their area of responsibility to ensure a work environment free of sexual harassment.
9. The proponent for this policy memorandum is the Schweinfurt Military Community Equal Opportunity Employment Advisor (EOA), located in building 206, room 16, Ledward Barracks. Our EOA can be contacted at DSN 354-6051 or Civilian 09721-96-6051.



MICHAEL D. RUNEY
LTC, FA
Commanding

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