



COMMANDING OFFICER, MARINE CORPS BASE HAWAII
STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY (EEO)
AND HOSTILITY PREVENTION FOR CIVILIAN PERSONNEL

As leaders and supervisors aboard Marine Corps Base (MCB) Hawaii, we have a responsibility to ensure a work environment that is safe and free of harassment, hostility, prejudice, unlawful discrimination, and other disruptive behavior. It is the responsibility of all military and civilian MCB Hawaii personnel to promote the prevention and elimination of such conduct.

Discrimination or harassment based upon an individual's race, color, religion, sex (including pregnancy and gender stereotyping) national origin, age (if over 40), disability (mental or physical), or genetic information are illegal and in direct violation of Federal laws, including the Civil Rights Act of 1964. It is also the policy of the Federal Government to provide a workplace that is free of discrimination based upon sexual orientation or gender identity. Reprisal actions based upon an individual opposing or reporting unlawful discrimination or participating in the investigation of an EEO complaint are also illegal and will not be tolerated.



Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct explicitly or implicitly affects employment, (2) such behavior unreasonably interferes with work performance, or (3) such conduct creates an intimidating or hostile work environment.

All forms of unlawful discrimination toward or harassment of civilian employees are unacceptable and will not be tolerated. Such conduct affects the workforce as a whole, and I require all civilian employees and military personnel to immediately report such conduct to their immediate supervisor. Alternatively, any applicant, civilian employee, or former civilian employee has the right to report discrimination to the MCB Hawaii or MCCS Hawaii Human Resources or EEO Office. All reported incidents will be investigated. Employees who harass or discriminate will be subject to discipline, which may include counseling, a verbal or written warning, suspension or termination.

Any applicant, civilian employee, or former civilian that believes he or she has been subjected to unlawful discrimination or harassment has the right to utilize the EEO Office to inquire about or file an informal EEO Complaint. The matter must be brought to the attention of an EEO counselor within 45 calendar days from the date the alleged act occurred, the effective date of an alleged discriminatory personnel action, or the date you knew or reasonably should have known of the act or personnel action. If you wish to raise an issue of harassment, would like information regarding EEO laws, or wish to file an EEO complaint, please contact the MCB Hawaii EEO Specialist/Counselor, Ms. Renee "Jamie" Collins at (808) 257-1349 or MCBBUTLERCHROEEO@usmc.mil.

I charge each of you within the command, both military and civilian, to support the EEO program and work proactively to eliminate any discriminatory or hostile policies and practices. Together, we will move forward in accomplishing the EEO goals mandated by the Commandant of the Marine Corps and the Secretary of the Navy and ensure a safe work environment for all MCB Hawaii personnel.

A handwritten signature in blue ink, appearing to read "S. C. Killeen".

S. C. KILLEEN
COLONEL, U.S. MARINE CORPS
COMMANDING OFFICER, MARINE CORPS BASE HAWAII