



COMMANDING OFFICER, MARINE CORPS BASE HAWAII EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT POLICY STATEMENT

All military and civilian personnel employed at Marine Corps Base Hawaii are responsible to uphold a workplace for our civilian employees free of any unlawful discrimination, hostility, and harassment. Employment discrimination based on an individual's Race, Color, Religion, Sex, National Origin, Age, Disability (Mental or Physical), Genetic Information, or Retaliation or Reprisal for participation in a prior EEO Activity are illegal and a direct violation of EEO laws and Title VII of the Civil Rights Act (1964). Unlawful discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated within MCBH. If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as appropriate under the circumstances. Such action may include counseling, verbal or written warning, suspension or termination. The Notification of Federal Employee and Anti-Discrimination Retaliation Act of 2002 (NO FEAR ACT) allows for agencies to discipline those in violation of Title VII and EEO laws.



Sexual harassment whether verbal, non-verbal or physical undermines the integrity of this agency and will not be tolerated. Sexual harassment affects the workforce as a whole and I require each individual to immediately report violations of such to their immediate supervisor. Sexual harassment is a form of sex discrimination that involves verbal, non-verbal, or physical conduct of a sexual nature and when the submission to, or rejection of the conduct becomes a term or condition of the employee's job, career, or pay or when the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creates a work environment that is intimidating, hostile, or offensive.

Any employee that believes he or she has been subjected to unlawful discrimination, sexual harassment or workplace harassment (discrimination based) has the right to utilize the Equal Employment Opportunity Office to inquire or file an informal EEO Complaint. While reporting and resolution at the lowest level is encouraged through your Chain of Command and/or the MCBH Human Resources Office, any applicant, employee, or former employee has the right to report unlawful discrimination directly to the EEO Office. Claims for unlawful discrimination, sexual harassment or workplace harassment must be brought to the attention of an EEO Counselor within 45 days of an incident to be considered timely. As such, employees who believe they had been discriminated against should bring their complaints to the attention of management, HRO and/or the EEO Office as soon as possible.

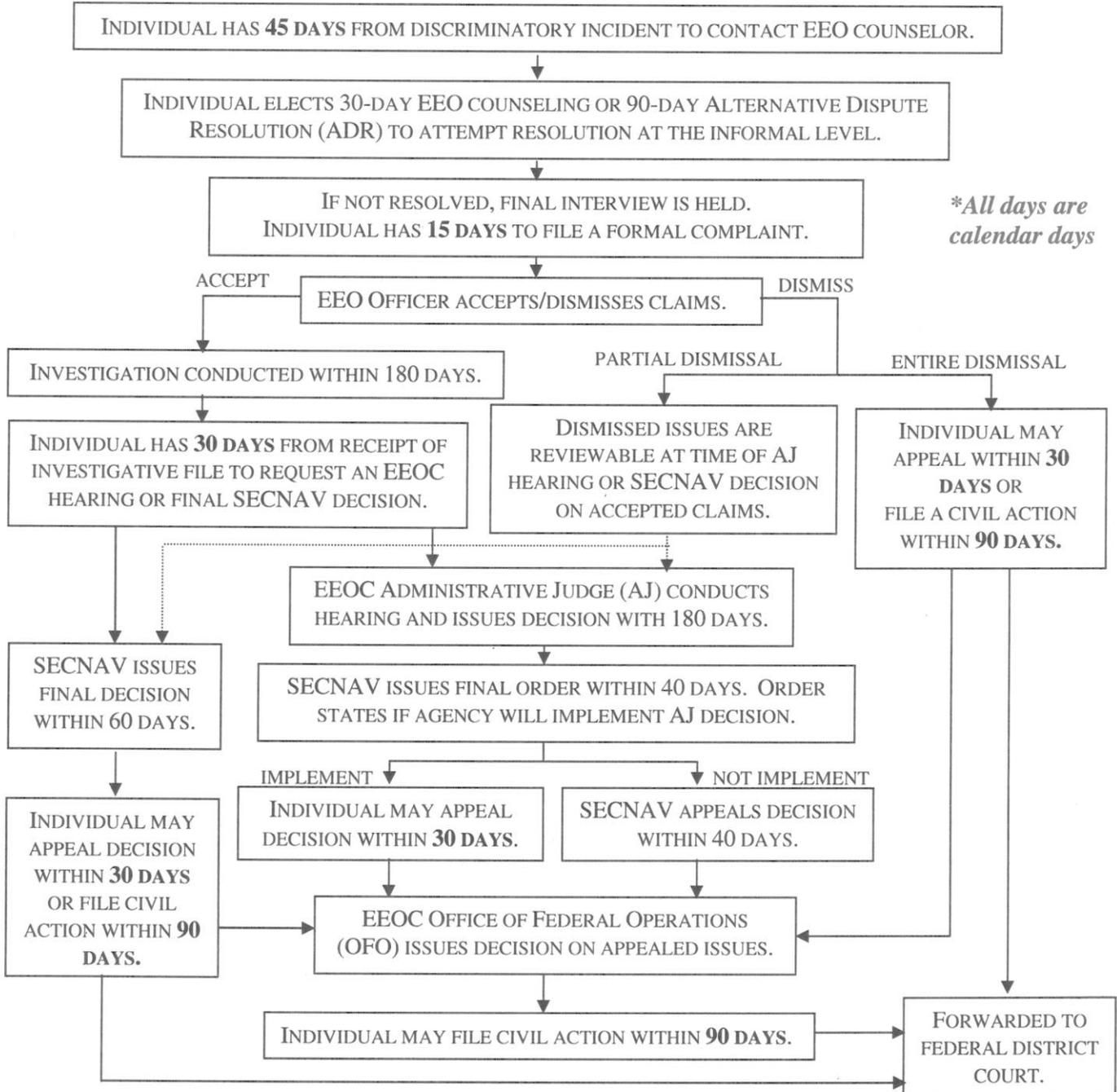
I charge each of you within the command, both military and civilian, to do your part to support the EEO program and to strive to eliminate any discriminatory policies and practices. Together, we will move forward in accomplishing the EEO goals mandated by the Commandant of the Marine Corps and the Secretary of the Navy.

A handwritten signature in cursive script, appearing to read "Brian Annichiarico".

BRIAN ANNICHARIKO
COLONEL, U. S. MARINE CORPS
COMMANDING OFFICER, MARINE CORPS BASE HAWAII



EQUAL OPPORTUNITY (EEO) COMPLAINT PROCESS



* Individuals may add like or related claims to their formal complaint any time prior to conclusion of investigation.

* ADR may be used to reach resolution at any stage during this process.



EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

Civilian U.S. Federal employees and applicants regarding employment have the right to file a discrimination complaint to the appropriate EEO office listed below if they feel they have been discriminated on the basis of their Race, Color, Religion, Sex (Pregnancy), National Origin, Genetic Information, Age (40 years and over), Disability (Physical / Mental), Reprisal for participating in a previous EEO complaint, or opposing an unlawful employment practice. Any form of discrimination is a direct violation Federal Regulations. Diversity within the United States Marine Corps contributes to our strength; therefore, discrimination will not be tolerated. We must equally recognize and reinforce the value and contributions of everyone within our workforce.

To file a discrimination complaint, the complainant must contact an EEO Counselor within 45 calendar days following the alleged discriminatory act. EEO Counselors will not reveal the identity of the complainant if he/she requests confidentiality during the initial complaint. Complainants may request representation of their choice at their expense during any stage of their EEO complaint process. If you have any questions please contact your local EEO Office at (808) 257-1349 or email: MCBBUTLERCHROEEO@usmc.mil.

EEO Officer

Colonel Annichiarico

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