



**COMMANDING OFFICER, MARINE CORPS BASE HAWAII  
WORKPLACE HARASSMENT POLICY STATEMENT**

We as leaders must provide an environment free from prejudices, harassment or intimidation where every leader is recognized for their value and encouraged to reach their full potential. It is the responsibility of all Marine Corps Base Hawaii personnel both military and civilian to promote the prevention and elimination of harassment in the workplace. Harassing conduct toward an individual's race, color, sex, national origin, religion, age disability (mental and physical), genetic information and/or reprisal violated Title VII of the Civil Rights Act (1964) and EEO laws when the conduct unreasonably interferes with the affected individual's work performance or creates an intimidating, hostile or offensive work environment for the affected individual.



The most important step for a supervisor in preventing harassment is clearly communicating to the employees that harassment based on Title VII will not be tolerated, that all reported incidents of harassment will be investigated and that employees who violate the prohibition against harassment will be subject to discipline. Ensuring EEO policies and EEO training are also very important steps to include in the aid and prevention of workplace harassment.

Anyone who observes or is aware of violence, threatening, or intimidating behavior should immediately report the situation to their supervisor or other management official.

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