



**Marine Corps Base Hawaii Commanding
Officer's Policy
*Equal Employment Opportunity and Anti-
Harassment for Civilian Employees***

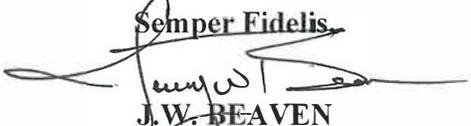
Discrimination or harassment based upon race, color, religion, sex (to include pregnancy, gender identity, and gender orientation), national origin, age, disability (mental or physical), or genetics is illegal and in violation of federal laws. Reprisal against those who report unlawful discrimination or participation in the investigation of an Equal Employment Opportunity (EEO) complaint is also illegal. These actions will not be tolerated aboard Marine Corps Base Hawaii.

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. It involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct (a) explicitly or implicitly affects employment, (b) unreasonably interferes with an individual's work performance, or (c) creates an intimidating, hostile, or offensive work environment.

Reports of incidents of harassment due to race, color, religion, sex, national origin, age, disability, genetics or reprisal in the workplace will be investigated in a timely manner. Any such acts should be reported immediately to their supervisor. Appropriate disciplinary action will be taken against individuals found committing discriminatory or harassing behaviors, to potentially include termination if warranted.

Any applicant, civilian employee, or former civilian employee who believes they have been subjected to discrimination or harassment has the right to utilize the EEO Office to file an 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, or the date you knew or reasonably should have known of the alleged act.

We all have a responsibility to eliminate discrimination and harassment. Together, we will move forward in accomplishing the EEO goals set forth by the Commandant of the Marine Corps and the Secretary of the Navy, while ensuring a hospitable environment for all MCBH personnel.

Semper Fidelis

J.W. BEAVEN
Colonel, U.S. Marine Corps
Commanding Officer,
Marine Corps Base Hawaii