

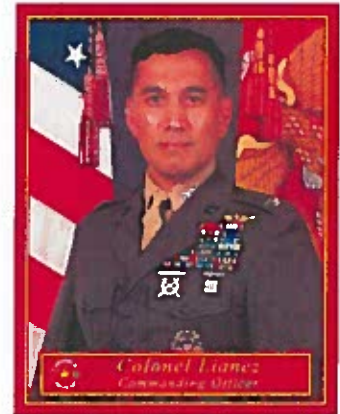


**COMMANDING OFFICER, MARINE CORPS BASE HAWAII
EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND
ANTI-HARASSMENT POLICY FOR CIVILIAN EMPLOYEES**

**"HARASSMENT AFFECTS THE MORALE OF THE WORKFORCE AS A WHOLE,
AND SUCH CONDUCT WILL NOT BE TOLERATED"**

As leaders and supervisors aboard Marine Corps Base Hawaii (MCBH), we have a responsibility to ensure a work environment that is safe and free of discrimination and/or harassment toward others. It is the responsibility of all MCBH military personnel and civilian personnel to promote the prevention and elimination of such discrimination and harassment.

Discrimination and/or harassment based upon an individual's race, color, religion, sex (to include pregnancy, gender identity, and gender orientation), national origin, age (over 40), disability (mental or physical), genetic information are illegal and in direct violation of federal laws, including the Civil Rights Act of 1964. 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 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 work environment, or offensive work environment.

Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Harassment affects the morale of the workforce as a whole, and such conduct will not be tolerated. Any such acts should be reported immediately to one's supervisor. All reported incidents of harassment in the workplace will be investigated in a timely manner. Additionally, employees who participate in this conduct may be subject to discipline, which may include counseling, a verbal or written warning, and/or suspension or termination.

Any applicant, civilian employee, or former civilian employee who believes he or she has been subjected to discrimination and/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, or the date he/she knew or reasonably should have known of the alleged act. If you want more information regarding EEO laws and procedures and/or file an EEO complaint, please contact the MCBH EEO Specialist, Ms. R. Jamie Collins at (808) 257-1349 or jamie.collins@usmc.mil or MCBButlerEEO@usmc.mil.

I charge each of you within the command to support the EEO program and work proactively to eliminate any discriminatory or harassing 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 MCBH personnel.

**R. LIANEZ
COLONEL, U.S. MARINE CORPS
COMMANDING OFFICER, MARINE CORPS BASE HAWAII**