

Commandant's Equal Employment Opportunity and Diversity Policy Statement



The Marine Corps is committed to equal employment opportunity. In addition, our leaders, at every level, must establish and maintain a culture that values and leverages the full range of talents, skills, perspectives, backgrounds, and life experiences of each person serving our Corps. A culture which capitalizes on the similarities and differences of individuals will enable each employee to reach his or her potential and maximize their contributions to the strategic goals and objectives of the Marine Corps.

We are a human-intense organization; people are our greatest asset. Every employee of the Marine Corps deserves leadership that respects diversity and treats everyone with dignity as we work together to serve our Nation. I am fully committed to hiring and retaining a diverse mission-ready workforce that is unencumbered by unlawful discrimination.

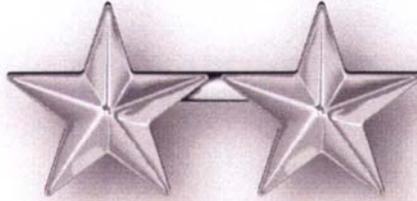
To accomplish my objective to hire and retain the high caliber individuals that our Marine Corps demands, it is imperative we have a work environment that treats each person with fairness and dignity. No employee will be denied equal opportunity because of race, color, religion, national origin, sex, age, or other non-merit factor. We will provide all employees with opportunities that enable them to achieve their maximum potential.

Employment policies and practices must be founded on merit. There is no place in the Marine Corps for any form of illegal discrimination, harassment, or reprisal. I expect all employees at every level to adhere to this policy. Fidelity is the essence of who we are, and I expect everyone to treat each other with the dignity and respect due all who serve our Corps.

Semper Fidelis,

A handwritten signature in black ink, appearing to read "James F. Amos". The signature is stylized and fluid, with a long horizontal stroke extending to the right.

JAMES F. AMOS
General, U.S. Marine Corps
Commandant of the Marine Corps



MAJ GEN TALLERI

COMMANDING GENERAL'S CONSOLIDATED POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT

All personnel employed under Marine Corps Base, Camp Smedley D. Butler are responsible to uphold a workplace free of any unlawful discrimination, hostility, and harassment. Therefore it is imperative that leaders at all levels ensure policies, practices and operations are in compliance with federal EEO laws and regulatory guidelines. As leaders we must provide an environment free from prejudices, harassment, or intimidation where every individual is recognized for their value and encouraged to reach their full potential. I urge each of you to hold accountable not only those individuals who violate these laws, but also those who fail to enforce the laws and this policy. Sexual Harassment and discrimination, in any form, will not be tolerated.

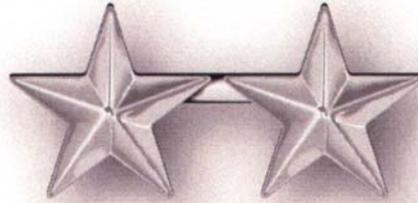
We all have a responsibility to maintain an environment free of sexual and non-sexual harassment, including physical, verbal and non-verbal conduct, which creates an intimidating or hostile work environment for any individual. I charge each of you within the command, both military and civilian, to do your part to support the EEO program and to strive to eliminate any discriminatory policies and practices.

Diversity within the United States Marine Corps contributes to our strengths and together, we will move forward in accomplishing the EEO goals mandated by the Commandant of the Marine Corps and the Secretary of the Navy.

Semper Fidelis!

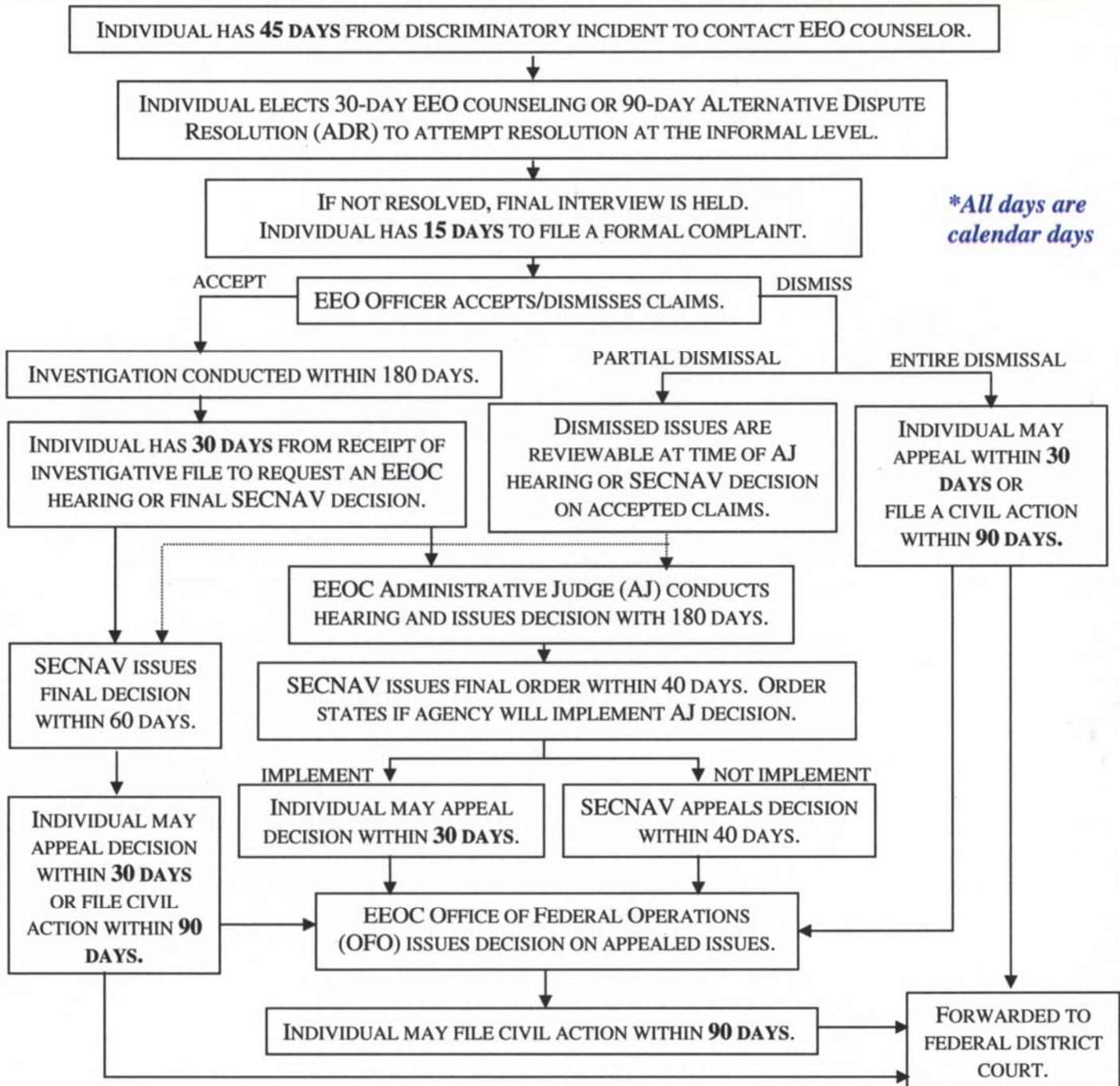
PETER J. TALLERI

Major General, U.S. Marine Corps
Commanding General, MCB Camp S.D. Butler

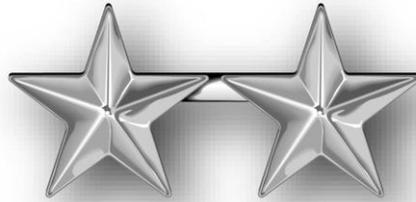


MAJ GEN TALLERI

EQUAL EMPLOYMENT 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.



MAJ GEN TALLERI

MARINE CORPS BASE, CAMP S. D. BUTLER EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE

U.S. civilian employees, former employees, and applicants for employment have the rights to file a complaint to the EEO office if discriminated on the basis of their Race, Color, Religion, Sex, National Origin, Genetic Information (including genetic background information affecting employment actions), Age (40 years and over), Physical or Mental Handicap, Reprisal for participating in a previous EEO complaint, or opposing an unlawful employment practice. All complaints of discrimination must be filed to the EEO office within 45 calendar days following the alleged discriminatory act. The complainant may request anonymity during the initial complaint process where the assigned EEO official will not reveal the identity of the complainant, and will inform the complainant of further rights and the processes.

Discrimination undermines the Marine Corps mission, and any form of discrimination is a direct violation of United States Federal Regulations and it will not be tolerated. Diversity within the United States Marine Corps contributes to our strength, and we must equally recognize and reinforce the value and contributions of everyone within our workforce.

EEO Officer

MAJ GEN P.J TALLERI

Commanding General, Marine Corps Base, Camp S. D. Butler
Building 1

Deputy EEO Officer

Mr. Danny Kealoha

EEO Office, MCB, Camp S. D. Butler, Building 495, 2nd Floor
DSN: 645-5423 / EMAIL: MCBBUTLERCHROEEO@usmc.mil

EEO Specialist / Counselor

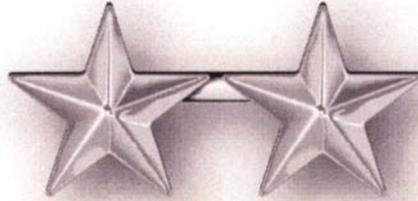
Ms. Susan Moyer

EEO Office, MCB, Camp S. D. Butler, Building 495, 2nd Floor
DSN: 645-5422 / EMAIL: MCBBUTLERCHROEEO@usmc.mil

EEO Specialist / Counselor

Ms. Jamie Renee Adachi

EEO Office, MCB, Kaneohe, Hawaii, Building 272, Room 107, PHONE:
(808) 257-1349/ EMAIL: MCBBUTLERCHROEEO@usmc.mil



MAJ GEN TALLERI

COMMANDING GENERAL'S POLICY STATEMENT ON WORKPLACE HARASSMENT

The Marine Corps Base Camp Butler policy is to foster a work environment that is free of harassment for all employees. We as leaders must provide an environment free from prejudices, harassment, or intimidation where every individual is recognized for their value and encouraged to reach their full potential. It is the responsibility of all Department of Navy and United States Marine Corps personnel to promote the prevention and elimination of harassment in the workplace. I encourage all personnel to take a proactive approach toward maintaining a work environment free of harassment.

Early intervention can curtail the potential for workplace harassment. Harassment is any unwelcome verbal or physical conduct that is objectively offensive and has the purpose or effect of unreasonably interfering with a person's work performance and creating an intimidating, hostile, or offensive work environment. Harassment in the workplace will not be tolerated, and must be prevented. Anyone who observes or is aware of violence, threatening, or intimidating behavior should immediately report the situation to their supervisor or other management official.

Semper Fidelis!

PETER J. TALLERI
Major General, U.S. Marine Corps
Commanding General, MCB Camp S.D. Butler



COMMANDING OFFICER
MARINE CORPS AIR STATION IWAKUNI
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT



I am fully committed to the Marine Corps Bases Japan (MCBJ) Equal Employment Opportunity (EEO) Program and of promoting infinite dignity through diversity training and leadership. Our air station is committed to the principle of ensuring all MLC/IHA employees and applicants receive fair and equitable treatment without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information, and reprisal for participation in a previous EEO complaint, or opposing an unlawful employment practice.

Civilian employees are valued members of our team. MCAS Iwakuni will continue to make strong and positive efforts to ensure all persons are given full and appropriate consideration for employment, promotion, training and participation in all command-sponsored programs. We continue to value and respect the different strengths each employee brings to their job.

Conduct of a harassing nature whether sexual or non-sexual will not be tolerated. Leaders at all levels are responsible and will be accountable for fostering and maintaining a workplace environment free of harassment and discrimination. It is every person's responsibility to ensure the mission at MCAS Iwakuni is not compromised by unprofessional behavior, harassment, or discrimination.

Employees or applicants for employment who believe they have experienced any form of discrimination should immediately address their concerns with:

- Their supervisor, or
- The Civilian Human Resource Office (CHRO), Building 1, DSN (315) 253-6152

There is zero tolerance for any form of sexual harassment. If you experience conduct of a sexual nature, whether verbal, non-verbal or physical, report it immediately to your supervisor and the Civilian Human Resource Office. It is important that our workplaces are free from discrimination and any type of inequality. Nothing exemplifies our Core Values of honor, courage, and commitment better than having an inclusive workplace characterized by fairness and dedication.


J. C. STEWART



岩国基地司令官
雇用機会均等政策声明



私は、さまざまな訓練とリーダーシップを通じて在日海兵隊の雇用機会均等プログラムに全力で取り組みます。当基地は、人種、肌の色、宗教、性別、国籍、年齢、身体的あるいは精神的障害、遺伝情報に関わらず、また、過去の雇用機会均等に関する申し立てに関わったことや、不正な雇用に対抗したことへの報復を受けることなく、全てのMLCとIHA従業員及び応募者が公正に隔たりなく対応されることを約束します。

従業員の皆さんは欠くことの出来ない我がチームの一員です。海兵隊岩国基地は引き続き、雇用、昇格、訓練、そして基地の提供するプログラムへの参加について、全ての従業員が適切に考慮されることを確実にするための努力を積極的に進めていきます。私たちは、従業員がもたらす個々の能力を評価し、尊重します。

性的なものであるか否かを問わず、いかなる嫌がらせも許されません。あらゆるレベルのリーダーには、嫌がらせや差別のない職場環境を作り維持する責任があります。と同時に、不適切な行動や、嫌がらせ、差別によって岩国基地の業務の遂行に支障をきたすことのないように努めることは、全ての従業員の責任でもあります。

何らかの差別を受けたと思う従業員や応募者は、直ちに下記に相談してください。

- ・ 監督者
- ・ 民間人人事部、建物番号1番、253-6152

いかなる形態のセクシャル・ハラスメントにも断固とした措置が取られます。口頭や身体的な性的嫌がらせを受けた時は、直ちに監督者と人事部に報告してください。我々の職場に差別や不平等がないことが重要なのです。平等と献身に満ちた職場を維持することほど我々の誠意と勇気と行動の価値を示すものはありません。


J. C. STEWART

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

Equal Opportunity is not a privilege it is a right; a right that must be honored as an integral part of our core values of Honor, Courage, and Commitment. **Marine Corps Base Hawaii will provide equal opportunity for all military and civilian members without regard to age, color, gender, race, religion, or national origin, consistent with the law, regulations, and the requirements for physical and mental abilities.**



It is very important for us to understand that diversity is recognized as a contributing factor to our nation and one of our Corps' greatest resources. With this in mind, any form of discrimination or sexual harassment which belittles or degrades the dignity of another person, to include reprisal, will not be tolerated. Any individual who is found to have violated this policy will be subject to disciplinary and/or administrative action according to the UCMJ.

Discrimination is an act, policy, or procedure arbitrarily denying equal opportunity because of race, color, religion, gender, age, or national origin to an individual or group of individuals. Discrimination also includes persons condoning, ignoring, or failing to correct negative and hostile working environments, where one or more of the discriminatory factors mentioned above is present, during the performance of their duties. Discrimination undermines morale, reduces combat readiness, and prevents the maximum development of our most vital asset, our people.

Sexual Harassment is a form of discrimination involving unwelcome sexual advances, request (s) for sexual favors, and other verbal or physical conduct of a nature affecting a person through the creation of an intimidating, hostile, or offensive work environment.

Reprisal is taking or threatening to take an unfavorable personnel action, or any other act of retaliation against a military member.

Any individual who believes he or she has been discriminated against or harassed has two methods for resolving an Equal Opportunity (EO) complaint or allegation through the chain of command. The Informal Resolution System (IRS) allows for quick and full resolution at the lowest possible level by addressing the issue directly with the person demonstrating the behavior or by seeking a third party to intervene. If the IRS does not resolve the inappropriate behavior, the formal method can be used. The preferred method for addressing formal complaints of discrimination, to include sexual harassment, is the Request Mast system.

The policy of the Marine Corps is to provide equality of treatment and the opportunity for all Marines, Sailors, and DOD Employees to achieve their full potential based solely upon individual merit, fitness, and ability. Marine Corps Base Hawaii will not only follow this policy; but, I expect all members to enforce it. Therefore, I will not tolerate any actions or violations inconsistent with this policy. Leaders at all levels will ensure the contents and the intent of the Marine Corps Order on the Equal Opportunity Program are understood and adhered to at all times.

For additional assistance or information, you may contact your unit's Equal Opportunity Representative or Gunnery Sergeant Bradley, Base Equal Opportunity Advisor at 257-7720 or curtis.bradley@usmc.mil.

A handwritten signature in black ink, appearing to read "Brian Annichiarico".

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



**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.

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