



## MARINE CORPS BASE HAWAII POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND ANTI-HARASSMENT POLICY FOR CIVILIAN EMPLOYEES



As a member of Marine Corps Base Hawaii (MCBH), we have a responsibility to ensure a work environment that is safe and free of discrimination and harassment toward others.

Discrimination and/or harassment based upon an individual's race, color, religion, sex (to include pregnancy, gender identity, and gender orientation), national origin, age, 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 affects the morale of the workforce as a whole, and such conduct will not be tolerated. 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 can and will be taken against individuals found committing discriminatory or harassing behavior or action.

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

It is the responsibility of all MCHB military personnel and civilian personnel to promote the prevention and elimination of discrimination and harassment. 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.

S. C. KOUMPARAKIS  
COLONEL, U.S. MARINE CORPS  
COMMANDING OFFICER, MARINE CORPS BASE HAWAII

We are MCB Hawaii &  
We are ready today for the fight tonight