DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333 - 0001

REPLY TO
ATTENTION OF

AMCEE

03-01-EE
23 January 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy for the Prevention of Unlawful Harassment

1. Harassment in the workplace violates federal law whether the discriminatory treatment is based on sex (whether or not of a sexual nature), race, color, religion, national origin, age of 40 or older, disability, or protected activity under the anti-discrimination statutes. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.

2. Any person in a supervisory or command position has a special responsibility to exercise reasonable care to prevent and promptly correct any harassment in the workplace before it rises to the level of a violation of federal law. All employees have a responsibility to avoid the potential harm of harassment by using the complaint process or otherwise reporting the harassment before it becomes severe or pervasive. No employee or applicant for employment will be retaliated against for filing a complaint or reporting harassment.

3. Harassment of any kind is detrimental to the accomplishment of the AMC mission and to the morale of the AMC workforce. The spirit of our policy is to prevent harassment, thereby fostering a work environment conducive to maintaining the high level of professional behavior and courtesy that marks AMC'S commitment to excellence.

4. If you have any questions or need more information on this policy, contact Ms. Jean James, Director, Office of Equal Opportunity, DSN 767-9003 or COM (703) 617-9003.

PAUL J. KERN
General USA
Commanding

DISTRIBUTION:
B, H