



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMPC-HAW-ZA

2 8 AUG 2012

MEMORANDUM FOR All Military Personnel and Department of Army (DA) Civilian Employees within the US Army Garrison, Hawaii (USAG-HI)

SUBJECT: Policy Memorandum USAG-HI-21, Prevention of Sexual Harassment (POSH)

1. References.

- a. AR 600-20, Army Command Policy, 18 Mar 08. RAR, 4 Aug 11.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, 9 Feb 04.
- c. USARPAC Supplement 1 w/C1 to AR 600-20, 23 Apr 07.

2. Applicability. This policy applies to all Soldier(s), DA Civilian(s), Family members, contractors, and other personnel who work on, reside on, or visit any US Army installations, facilities, or work sites in Hawaii.

3. Policy. Sexual harassment is unacceptable conduct and will not be tolerated. Leaders at all levels of this command will be committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. Sexual harassment erodes teamwork, thereby negatively affecting combat readiness. All Soldiers and Civilians in this command will strive to maintain a work environment free from any form of sexual harassment. Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when: a) submission to, or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or that conduct by a person is used as basis for career or employment decisions affecting that person; b) such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

4. Any person in a supervisory or command position that uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a Soldier or Civilian employee is engaging in sexual harassment. Similarly, any Soldier or Civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

IMPC-HAW-ZA

SUBJECT: Policy Memorandum USAG-HI-21, Prevention of Sexual Harassment (POSH)

5. Gender discrimination and sexual harassment are both detrimental to unit cohesiveness and combat readiness.

6. The following are USAG-HI standards for POSH:

a. Commanders at all levels will establish and sustain a unit climate in which the dignity of all personnel is respected and where no one is subjected to inappropriate behavior or comments of a sexual nature. Through leadership, communication, and example you will ensure subordinate leaders fully understand what constitutes appropriate behavior for themselves and their Soldiers. Commanders will implement a feedback mechanism to assess whether their units are experiencing sexual harassment. Commanders will ensure that complaints of sexual harassment are treated promptly and with the utmost concern by the entire chain of command.

b. Junior leaders are most often the initial response point for complaints of sexual harassment. Soldiers look to them for guidance and the examples they set are crucial to fostering a unit atmosphere in which sexual harassment is not tolerated. Junior leaders must understand, practice, and enforce appropriate behavior. They must scrupulously avoid making any inappropriate remarks or engaging in any inappropriate behavior, and will immediately correct any subordinate whose conduct may be questionable. Junior leaders must promptly report all complaints of sexual harassment to the next higher commander.

c. All Soldiers must understand what conduct is considered inappropriate and refrain from engaging in such conduct, both on and off duty. They must understand the procedures for registering sexual harassment complaints and how to address and correct all inappropriate behaviors. All formal complaints of sexual harassment must be reported to the next higher commander.

7. Battalion commanders will implement a formal program to address the issue of sexual harassment. Requirements are as follows:

a. Educate and train: Every leader, Soldier and Civilian employee must understand the standards for proper behavior both on and off duty, the procedures for reporting sexual harassment, and how to identify and address behaviors of sexual harassment. Conduct semi-annual POSH training for Soldiers and leaders, to include procedures for reporting violations of this policy. The Equal Employment Opportunity (EEO) Office will annually train all DA Civilians and their supervisors on the POSH policy, identifying prohibited behavior, and reporting procedures. Training will be progressive, interactive and tailored to the target audience.

IMPC-HAW-ZA

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b. POSH will be part of in processing and leader orientation/development programs. Commanders may utilize Equal Opportunity (EO) Advisors and unit EO Leaders to assist with this training; however, the commander is ultimately responsible for the conduct of the training. Frequent informal talks with Soldiers and leaders are part of this training process.

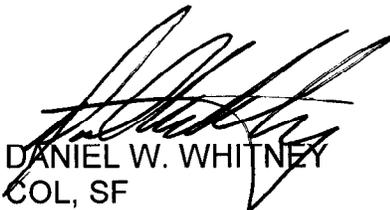
c. Enforce the standards: I expect every leader to be alert for inappropriate behavior that is sexual in nature, regardless of when and where it occurs, and deal with it promptly. Commander will notify me immediately after receiving a formal sexual harassment complaint. Formal complaints will be addressed within the timelines outlined in AR 600-20, Appendix D. Every Soldier and employee must have confidence that they can bring these matters to their chain of command.

d. DA Civilians may also report sexual harassment and seek redress and assistance with the USAG-HI EEO Office and the Civilian Personnel Advisory Center.

8. I am committed to providing a command that is free of sexual harassment. I expect your personal commitment to making it work.

9. This policy supersedes policy memorandum USAG-HI-21, SAB, dated 13 Sep 10, and remains in effect until cancelled or superseded in writing.

10. Proponent. The USAG-HI EO and EEO Offices are the proponents for this policy memorandum. Additional information on this policy or assistance with any equal opportunity related matter may be obtained by contacting the EO Advisor, 655-0386 or the EEO Office, 655-9382.



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Commanding