

COMMANDER'S EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY



Headquarters and Service Battalion, HQMC, is a Command in which all people will be treated with dignity and respect.

The Marine Corps Policy on Equal Opportunity provides equal opportunity for all military 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. This policy will be followed and enforced at Headquarters and Service Battalion, HQMC.

Discrimination is the illegal treatment of a person based on age, color, gender, race, religion, or national origin. Discrimination also includes persons condoning, ignoring, or failing to correct negative and hostile working environments.

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Unlawful discriminatory practices are counterproductive and unacceptable. The policy of this unit is to provide equal treatment and the opportunity for all members to achieve their full potential based solely upon individual merit, fitness, and ability.

Discrimination and sexual harassment are not consistent with the tenants of our core values and standards of conduct; such behavior will not be tolerated at Henderson Hall. Minor, non-criminal offenses should be addressed first through the Informal Resolution System or at the lowest level of the chain of command. However, for serious offenses, or when the Informal Resolution System does not resolve the issue, the Request Mast process is the preferred method for filing a formal complaint. For our civilian employees, utilize the formal grievance process via Labor and Employee Relations.

As your commanding officer, it is my intent to provide an environment in which an individual's potential for success is not limited by the prejudices and misconceptions of others. **Individuals who practice or tolerate discriminatory activities will be subject to administrative and disciplinary action.**

I expect anyone who encounters or observes acts of discrimination or harassment to take action. Individuals may report displays of inappropriate conduct to the chain of command without reprisal. Assistance is available through our command Equal Opportunity Representative.

Semper Fidelis,

A handwritten signature in black ink, appearing to read "Andrew R. Winthrop", written over the printed name.

ANDREW R. WINTHROP
Colonel, U.S. Marine Corps