



DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
100 W. OGLETHORPE AVENUE
SAVANNAH, GEORGIA 31401-3640

CESAS-EE

25 SEP 2007

MEMORANDUM FOR DISTRIBUTION F

SUBJECT: Commander's Policy Statement 07-04 Equal Employment Opportunity (EEO)

1. Purpose. To disseminate the Savannah District's policy memorandum on equal employment opportunity (EEO).
2. Applicability. This policy letter is applicable to all District employees.
3. General. The objective of this policy is to ensure all employees of Savannah District and applicants for employment enjoy equal opportunity in the Savannah District workforce, regardless of race, sex, national origin, color, religion, disability, or reprisal for engaging in prior protected activity. It demonstrates commitment to equal opportunity for all employees communicated from the top down.
4. Summary. All employees in Savannah District have the right to fair employment practices and acceptable workplace conduct regardless of race, color, religion, national origin, age, sex, disability or reprisal for engaging in prior protected activity in all employment matters. All employment decisions should be based on the relative knowledge, skills and abilities of a candidate. These decisions will also be combined with an effort to achieve a diverse workforce by active participation in identification and correction of business that may impede equal employment opportunity. Savannah District has set the pace for the Corps of Engineers in many areas. Our workforce is very diverse. Employees and supervisors play an important role in fostering a climate in which diversity is appreciated and EEO is realized.
5. I fully expect all Savannah District team members to share the responsibility of creating an atmosphere in which all have the opportunity to succeed combined with their ability, effort and desire to do so.


EDWARD J. KERTIS
Colonel, EN
Commanding



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SUBJECT: Commander's Policy Statement 07-03 Sexual Harassment

1. Purpose. To disseminate the Savannah District's policy on sexual harassment.
2. Applicability. This policy memorandum is applicable to all District employees.
3. General. The Savannah District is committed to taking positive and immediate steps to combat sexual harassment. Training will be provided to managers, supervisors, and employees to ensure they understand the issues as well as their responsibilities in preventing sexual harassment in the workplace.
4. Summary. Sexual harassment adversely affects the accomplishment of our mission and will not be tolerated in the Savannah District. This policy covers sexual harassment by anyone in the workplace, or duty-related environment, supervisors, co-workers or non-employees – military or civilian.
 - a. Sexual Harassment is defined as conduct, constituting a form of sex discrimination, that involves unwelcome sexual advances, requests for sexual favors, and deliberate or repeated offensive comments or gestures of a sexual nature when:
 - (1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career;
 - (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creates an intimidating, hostile, or offensive work environment and is so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive.
 - b. Individuals who are the recipient of this behavior should promptly report it and clearly communicate that the behavior is offensive and unwelcome, and report the incident to an appropriate supervisor or manager. When an employee alerts management, the District is obligated to promptly inquire into the allegation regardless of whether an official complaint has been lodged. I will not tolerate adverse treatment of employees because they have reported this behavior.

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5. I expect all employees to do their part and support this commitment to a command climate that maintains the highest level of professionalism where any type of offensive behavior is nonexistent.

A handwritten signature in black ink, appearing to read 'E. J. Kertis', written in a cursive style.

EDWARD J. KERTIS
Colonel, EN
Commanding