

MEMORANDUM FOR DISTRIBUTION F

SUBJECT: Commander's Personal Policy Statement on Equal Employment Opportunity (EEO)

1. The policy of the Savannah District is to:
  - a. Provide equal employment opportunity in employment for all persons;
  - b. Prohibit discrimination in employment based on race, color, religion, sex (including sexual harassment), national origin, age, disability, and reprisal for opposition to unlawful discriminatory practices or participation in the EEO complaint process; and
  - c. Take appropriate corrective and/or disciplinary action in any case where discrimination is found.
2. All leaders at Savannah District will adhere to the letter and spirit of EEO. When managers and supervisors exercise sound equitable personnel management practices, there should be few instances of employee dissatisfaction. However, when EEO complaints do arise, I encourage employees to air their concerns freely and without fear of reprisal.
3. Savannah District has set the pace for the Corps in many areas. We are a workforce with diverse backgrounds, experiences, attributes, and talents. Understanding and respecting our differences will result in a more efficient organization as well as create a work environment where everyone feels he or she is an important member of the team.
4. I encourage Savannah District team members to support my policy on equal employment opportunity.

*Mark S Held*

MARK S. HELD  
COL, EN  
Commanding



DEPARTMENT OF THE ARMY  
SAVANNAH DISTRICT, CORPS OF ENGINEERS  
P.O. BOX 889  
SAVANNAH, GEORGIA 31402-0889

REPLY TO  
ATTENTION OF:

CESAS-EE

29 JUL '04

MEMORANDUM FOR DISTRIBUTION F

SUBJECT: Commander's Consideration of Others (CO2) Program Policy

1. People are our most important resource. I expect each of you to foster a positive work environment. To meet these goals we must develop a culture in which people are treated with dignity and respect. The CO2 Program Policy is the vehicle we use in the US Army Corps of Engineers, Savannah District, to assist us in fostering a harmonious work environment.
2. The CO2 program focuses on those actions that indicate a sensitivity to and a regard for the dignity and needs of others. It is supportive and fair to others. It is not limited to any particular circumstance or point of view, but covers a broad aspect of civility. I expect you to participate in this program.
3. On a quarterly basis, the CO2 program for all personnel will include 2 hours of small group discussion with 15-20 attendees. At least one of the quarterly training sessions should focus on diversity. A trained facilitator will guide the sessions. The Equal Employment Opportunity Office (EEO) will be the primary information source for the resources needed to conduct an effective CO2 program.
4. I expect all team members to support this program.

*Mark S Held*

MARK S. HELD  
COL, EN  
Commanding

27 JUL '04

MEMORANDUM FOR DISTRIBUTION F

SUBJECT: Policy Statement on the Prevention of Sexual Harassment

1. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It occurs 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, career; or

b. Submission to, or rejection of, such conduct by a person is used as the basis for career or employment decisions affecting that person; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. Sexual harassment is not only inappropriate behavior in the workplace, it is a violation of the law and will not be condoned in the Savannah District.

2. Individuals who perceive they are recipients of sexually inappropriate conduct should promptly and clearly communicate that the behavior is offensive and unwelcome, and report the incident to an appropriate supervisor, manager, or the Equal Employment Opportunity Office. Such conduct, whether it is committed by supervisors or managers, co-workers, or nonemployees (contractors, visitors to the workplace, etc.) is strictly prohibited and will not be permitted.

3. I expect all Savannah District team members, military and civilian, to do their part in promoting a climate where everyone is free to perform to his or her fullest potential. The best way we can do this is to always treat each other with dignity and respect.



MARK S. HELD  
COL, EN  
Commanding