

## 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