



DEPARTMENT OF THE ARMY  
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
1 SOLDIER WAY  
SCOTT AFB, IL 62225-5006

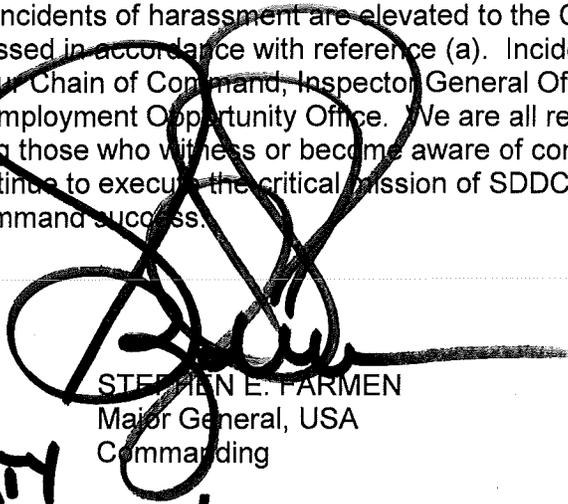
AMSSD-EEO

APR 29 2019

**POLICY STATEMENT ON ANTI-HARASSMENT**

1. Applicability: This policy applies to all Military Surface Deployment and Distribution Command (SDDC) personnel.
2. Proponent: Equal Employment Opportunity Office (EEO), (618) 220-5706/DSN 770-5706.
3. References:
  - a. AR 690-12, Appendix D, (Equal Employment Opportunity and Diversity).
  - b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints).
  - c. EEOC Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment.
4. For the purpose of this policy, harassing conduct is defined as any unwelcome verbal or physical conduct, eg. insults, offensive comment or jokes, based on any characteristic protected by law. Harassment becomes unlawful when an employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or the conduct is sufficiently severe or pervasive as to alter the terms, conditions, or privileges of employment or otherwise creates a hostile or abusive work environment.
5. SDDC is committed to preventing and eliminating all types of workplace harassment based upon race, color, sex (whether or not of a sexual nature), religion, national origin, age (over 40), disability, reprisal, or genetic information. Workplace harassment, including sexual harassment, is unacceptable conduct and will not be tolerated.
6. To ensure effective measures are taken to address concerns of harassment in the workplace, it is imperative that reported incidents of harassment are elevated to the Chief of Staff within 24 hours and properly addressed in accordance with reference (a). Incidents of harassment may be reported through your Chain of Command, Inspector General Office, Human Resources Office or the Equal Employment Opportunity Office. We are all responsible for reporting harassing conduct, including those who witness or become aware of conduct directed at other employees. As we continue to execute the critical mission of SDDC, it is imperative that we reduce barriers to command success.

Encl  
Anti-Harassment Process Map

  
STEPHEN E. FARMEN  
Major General, USA  
Commanding

**STRENGTH IN DIVERSITY  
DIGNITY & RESPECT ALWAYS!**



**AR 690-12 Appendix D, Anti- Harassment Process Map**

<b>Employee</b>	Report Harassment to Chain of Command, EEO, HR, IG, CPAC					
<b>Office of EEO</b>		Intakes information from employee. Notifies Chief of Staff, CoC and SJA.		If employee wishes to pursue EEO complaint. EEO Office processes complaint IAW 690-600.		
<b>Chain of Command</b>		Gathers information from employee. Notifies Chief of Staff, EEO and SJA.		Conducts initial inquiry and communicates with SJA and LMER.	If initial inquiry is insufficient CoC may request AR 15-6 investigation.	Complete AR 15-6. Consult with SJA and LMER at conclusion.
<b>SJA</b>			SJA notified of allegation. Advises CoC to conduct initial inquiry.		CoC consults with SJA and LMER to determine if inquiry supports corrective or disciplinary action.	Allegation substantiated involving military member, recommend action IAW UCMJ.
<b>G1 LMER</b>		Gathers information from employee. Notifies Chief of Staff, EEO and SJA.			CoC consults with SJA and LMER to determine if inquiry supports corrective or disciplinary action.	Allegation substantiated involving civilian employee, recommend action IAW AR 690-700.

All reports of discriminatory harassment made to a command entity will be forwarded to the employees' chain of command for appropriate action and processing.

Enclosure 1 The above is intended to supplement AR 690-12 Appendix D as a visual representation of the process set forth by the Department of the Army to appropriately address allegations of harassment in the workplace. This process map does not supersede or replace Army Regulation.