



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

AMIM-SIG-ZA (690-600a)

28 April 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Employment Opportunity, Anti-Harassment and NoFEAR Training, GC Policy Memorandum 21-26

1. References:

a. Army Regulation (AR) 690-12, Equal Employment Opportunity and Diversity: 22 December 2019.

b. Assistant Secretary of the Army Memorandum, 18 Apr 2014, subject: Equal Employment Opportunity, Anti-Harassment and NoFEAR Training for Civilian Employees and Their Supervisors.

2. Policy: We are fully committed to enforce the Department of the Army's policy to ensuring a workplace environment free of discrimination and harassment, including sexual harassment and sexual assault. Conduct that is discriminatory or harassing is contrary to the Army's core values and may be unlawful. An employee engaging in such conduct is subject to appropriate corrective action, including discipline. Unlawful harassment includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age (over 40), disability, genetic information, or reprisal 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 the employee's employment or otherwise create a hostile or abusive work environment. Unlawful harassment will not be tolerated, practiced, or condoned at Fort Sill. Commanders and Directors will create and maintain an environment conducive to maximum productivity and respect for human dignity.

3. Procedures.

a. Supervisors and managers, both civilian and military supervisors of Army employees, have a responsibility to maintain a workplace free of harassment. Supervisors will make reasonable efforts to prevent and promptly correct harassing behavior in the workplace.

b. When an employee makes a complaint to a management official about alleged harassment, management will promptly address allegations of harassment with the

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employees directly involved in the incident, and will investigate the allegation regardless of whether the harassment rises to the level of being severe or pervasive. Complaints of harassment do not need to conform to any particular format or be in writing.

c. An employee who believes another person has subjected them to unwelcome harassing conduct should inform the person(s) responsible for the conduct that it is unwelcome and offensive and request that it cease. If the conduct continues, or if the employee is uncomfortable confronting the responsible person(s) about the conduct, the employee should immediately report the matter to his or her immediate supervisor, the supervisor of the harasser or any other management official in the chain of command. The employee may also report the matter to other officials, including The Inspector General, EEO or CPAC LMER personnel, union officials, or chaplains.

d. All Army employees (supervisors, nonsupervisors, and military personnel supervising civilians) are responsible for completing the mandatory "EEO, Anti-Harassment No FEAR Act Training" Course to gain an understanding of the Army's anti-harassment policy and procedures and their role in the Complaint Process. Instructions for completing the training are available at installation Equal Employment Opportunity website at <https://sill-www.army.mil/usag/eeo/>, under the helpful links tab.

4. Point of contact is the Equal Employment Opportunity Office, (580) 442-4024 or usarmy.sill.id-training.mbx.usag-eeo@mail.mil. Office hours are 0730-1600.



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Commanding

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