



DEPARTMENT OF THE ARMY
NORFOLK DISTRICT, CORPS OF ENGINEERS
FORT NORFOLK, 803 FRONT STREET
NORFOLK, VIRGINIA 23510-1096

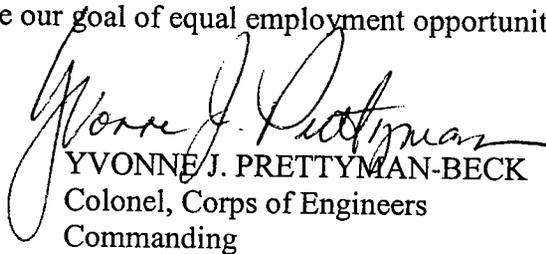
CENAO-SS-E

30 September 2003

DISTRICT COMMANDER'S POLICY MEMORANDUM # 2

SUBJECT: Equal Employment Opportunity (EEO)

1. As District Commander, I would like to express my strong belief in the principles, policies and objectives of the Equal Employment Opportunity Program. All Team Members of the Norfolk District will be provided equal opportunity and treatment regardless of their race, color, religion, age, sex, national origin and physical and mental disability.
2. Equal Employment Opportunity must be an inherent part of all personnel policies, procedures, practices and actions that affect employment, assignments, promotion, training and professional development. These programs are equally applicable when recognizing, rewarding, disciplining and in providing proper working conditions for all.
3. Discrimination will not be tolerated. People are the foundation of Norfolk District. All personnel must know that they will be treated fairly and with dignity. When problems arise, the aggrieved can expect an impartial investigation of discrimination complaints, in a timely and equitable manner, and without reprisal. Those individuals who fail to adhere to the policy of equal opportunity may be subject to disciplinary action.
4. Employees will be free from restraint, interference, coercion, harassment, and reprisal when filing a complaint under the EEO process. Complaints will be processed promptly and impartially with due regard for the rights of all personnel involved and the complaint process. Every effort will be made to resolve complaints at the earliest possible stage.
5. Norfolk District continues to make positive strides toward equal employment. However, we must not become complacent. We still have a long way to go to achieve equal employment. Acts of discrimination can only undermine our progress. I charge supervisors and managers to aggressively and actively support the goals and objectives of the Equal Employment Opportunity Program.
6. Each of us working together will achieve our goal of equal employment opportunity. Essayons!


YVONNE J. PRETTYMAN-BECK
Colonel, Corps of Engineers
Commanding