



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

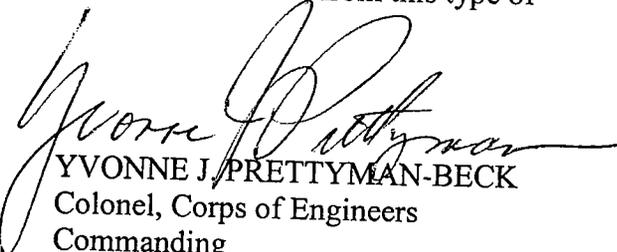
CENAO-SS-E

30 September 2003

DISTRICT COMMANDER'S POLICY MEMORANDUM # 3

SUBJECT: Prevention of Sexual Harrassment

1. This Command is committed to the Army's policy against sexual harassment. Sexual harassment will not be practiced, condoned or tolerated. As the District Commander for the Norfolk District, I place responsibility on every leader, military or civilian, to address allegations of sexual harassment and to take necessary action to ensure these matters are addressed swiftly, fairly and effectively.
2. Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) 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 (2) submission to, or rejection of such conduct by a person is used as a basis for career or employment decision affecting that person, or (3) such conduct has the purpose of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.
3. Anyone who believes they have been sexually harassed is encouraged to report the harassment to their chain of command or to the EEO Officer. The chain of command will make every effort to resolve complaints and ensure complainants are protected from acts or threats of reprisal for filing sexual harassment complaints. Supervisors having knowledge of this behavior or conduct should take immediate action. Any manager, supervisor or employee who is found after a thorough investigation to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action.
4. Effective mission accomplishment is contingent upon our ability to perform in a positive environment of mutual respect, dignity and fair treatment of all personnel. I trust that all District personnel will endorse my position of a workforce environment free from this type of inappropriate and illegal behavior.


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