



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG  
UNIT 29237  
APO AE 09014-9237

IMEU-BW-ZA

28 November 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Baden-Wuerttemberg (USAG Baden-Wuerttemberg)  
Policy Memorandum #45, Sexual Harassment/Prevention of Sexual Harassment Policy

1. Sexual harassment is illegal and is defined by the Department of the Army 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. Sexual harassment may occur on or off duty; in either context, sexual harassment violates the law and will not be tolerated. Violators of this policy and leaders who fail to take the appropriate action are subject to administrative and/or disciplinary action.
2. Unwelcome sexual advances, requests for sexual favors, lewd remarks, or inappropriate conduct of a sexual nature constitute sexual harassment when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or (c) such conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
3. Preventing sexual harassment is the responsibility of every Soldier and Civilian. Any employee who believes he or she is a victim of sexual harassment should attempt to resolve the matter at the lowest level possible within the organization. However, if an individual wants to file a complaint, the allegation(s) may be reported to the appropriate supervisor and/or the chain of command, the Equal Opportunity (EO) Office, the Inspector General Office, or the USAG Equal Employment Opportunity (EEO) Office. Soldiers or their family members wishing to file a formal complaint must submit a written complaint to the EO Office. Department of the Army Civilians may file a formal written complaint with the EEO Office. In each case, management is required to investigate allegations of sexual harassment in a confidential manner and ensure that allegations are addressed swiftly, fairly, and effectively. All leaders must ensure that individuals who feel they are being sexually harassed are permitted to file complaints without fear of intimidation, harassment or reprisal.
4. It is my policy that USAG Baden-Wuerttemberg will provide a work environment free of sexual harassment for every employee. I expect each supervisor, manager and senior level official (military and civilian) to set high standards and demonstrate professionalism by example.

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5. A copy of this memorandum will be placed on the garrison website and official bulletin boards.

6. The point of contact for this policy memorandum is the USAG Baden-Wuerttemberg EO Advisor, SFC Howard at DSN 373-7955 or CIV 06221-17-7955.



BRYAN D. DECOSTER  
COL, MI  
Commanding

DISTRIBUTION:

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