



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR**  
**9820 FLAGLER ROAD, SUITE 213**  
**FORT BELVOIR, VIRGINIA 22060-5928**

REPLY TO  
ATTENTION OF

IMBV-EEO

13 October 2016

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel

SUBJECT: Fort Belvoir Policy Memorandum #5, Policy Statement on Unlawful Harassment

1. REFERENCE.

- a. Army Regulation 600-20 (Army Command Policy), 6 November 2014.
- b. Army Regulation 690-12 (Equal Employment Opportunity and Affirmative Action), 4 March 1988.
- c. Army Regulation 690-600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2004.

2. PURPOSE. To provide policy and guidance to all Fort Belvoir Garrison personnel on Unlawful Harassment.

3. APPLICABILITY. This policy statement applies to all military and civilian personnel assigned to or under the control of Fort Belvoir Garrison.

4. POLICY.

a. I am committed to creating a work environment free of any form of unlawful harassment where all personnel can perform to their full potential. Commanders, managers, and supervisors must remain cognizant of their responsibilities to prevent this unacceptable conduct, and take immediate and appropriate action when such conduct is present. The spirit and intent of this policy is to provide and maintain an environment of trust and respect for human dignity, and reflects this command's commitment to excellence.

b. It is important to emphasize my zero tolerance of any form of unlawful harassment in the workplace which violates federal law, whether the discriminatory treatment is based on sex (whether or not of a sexual nature), race, color, religion, national origin, age (40 and older), disability, Genetic Information Nondiscrimination Act (GINA) or protected activity under the anti-discrimination statutes. Unlawful harassment includes, but is not limited to, any offensive conduct such as jokes, slurs or other verbal or

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nonverbal conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, offensive or hostile work environment. Managers and supervisors at every level must ensure that any reported incident is investigated immediately and thoroughly, with corrective action taken as appropriate.

#### 5. RESPONSIBILITIES

a. Any member of this command who thinks he/she is experiencing unlawful harassment should make it clear that such behavior is offensive and immediately report it to the appropriate commander/supervisor, EEO official, or Inspector General (IG).

b. Early reporting will help to bring about timely resolution to problem situations. Persons who make a claim of unlawful harassment, witnesses, or others who provide information related to the claim will be protected against retaliation. I expect all personnel to support my continuing commitment to ensure that unlawful harassment is eliminated at Fort Belvoir.

6. PROPONENT. The proponent of this policy is the EEO Office at (703) 805-2006.



ANGIE K. HOLBROOK  
Colonel, AG  
Commanding