



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ITALY  
UNIT 31401, BOX 42  
APO AE 09630

IMIT-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Letter #11, Prevention of Unlawful Harassment

1. REFERENCE. Army Directive 2015-40 (Implementing Procedures for Anti-Harassment Policy), 30 Oct 2015
2. PURPOSE. To state the installation's policy regarding Anti-Discrimination and Unlawful Harassment.
3. APPLICABILITY. This policy applies to all military and civilian personnel serviced by the U.S. Army Garrison Italy Equal Employment Opportunity Office.

4. POLICY.

a. Discrimination, retaliation and/or harassment in any form is unlawful and will not be tolerated at USAG Italy. Unlawful harassment includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on sex, race, color, religion, national origin, age (over 40), disability, genetic information, or reprisal when such conduct alters the conditions of the victim's employment, either by culminating in a tangible employment action or when it is sufficiently severe or pervasive to create a hostile work environment. I am dedicated to ensuring a safe and hostile-free work environment for all employees, contractors, and anyone affiliated with USAG Italy.

b. Any and all forms of harassment based on sex, race, color, religion, national origin, age, disability, genetics, and reprisal that violate the civil rights of others are detrimental to mission accomplishment and are contrary the Army's core values.

c. Compliance with anti-discrimination statutes requires the initiative of individuals to freely question discriminatory behavior. Retaliation against those who seek relief from discrimination, if permitted to go unaddressed, would diminish the willingness of employees to speak out or participate in proceedings established to eliminate the unlawful conduct.

d. Supervisors must continue to manage and not be intimidated by the protected activities of their employees. The legal right to protest against discrimination or to participate in the administrative complaint process as complainants, counselors, or witnesses is mandated by applicable laws and regulations. It is crucial that supervisors

IMIT-ZA

SUBJECT: U.S. Army Garrison (USAG) Italy Policy Letter #11, Prevention of Unlawful Harassment

remain professional in all dealings with employees and ensure that their actions are not improperly motivated.

e. Anyone in a supervisory position has a special responsibility to prevent and promptly correct harassment in the work force. However, we all have a moral responsibility and must do our part in the prevention of harassment before it escalates to the level of a violation of federal law. Together we can prevent harassment and maintain the high level of professionalism and pride that sets us above and apart from other Army installations.

5. PROCEDURES. Employees should immediately report any harassment that they experience or observe to an appropriate management official to include the Office of Equal Employment Opportunity (EEO.) Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment. Individuals who report harassment are protected from retaliation or reprisal. Leaders at all levels are responsible to ensuring compliance with this mandate.

6. PROPONENT. The Garrison Installation EEO office is the proponent for all matters associated with equal employment opportunity and discrimination. The POC for the Installation is the EEO Officer at DSN 637-7200.

STEVEN M. MARKS  
COL, SF  
Commanding

DISTRIBUTION:  
Electronic