

**Affirmative Action.** Methods used to achieve the objectives of the EO program. Processes, activities, and systems designed to prevent, identify, and eliminate unlawful discriminatory treatment as it affects the recruitment, training, assignment, utilization, promotion, and retention of military personnel.

**Affirmative Action Plan (AAP).** A management document consisting of formalized affirmative actions with quantifiable goals and milestones, used to bring about the accomplishment of equal opportunity program objectives.

**Anti-Semitism.** Hostility toward or discrimination against Jews as a religious or racial group.

**Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native.** A person having origins in the original peoples of North America.

**Beliefs.** Are judgments or expectancies which one may hold.

**Bias.** A mental leaning or inclination; partiality; prejudice.

**Black.** (Not of Hispanic Origin). A person having origins in any of the original peoples of Africa.

**Category.** A specifically defined division in a system of classification.

**Complaint.** An allegation of unlawful discrimination based on race, color, national origin, religion, or sex.

**Informal Complaint.** Allegation of unlawful discrimination or sexual harassment, made either orally or in writing, that is resolved utilizing the informal resolution system.

**Formal Complaint.** Allegation of unlawful discrimination or sexual harassment that is submitted via request mast, charge sheet, congressional inquiry, DON or IGMC complaint line, Article 138 of the UCMJ, Article 1150 of the Navy Regulations, or initiation of administrative or criminal investigation.

**Complainant.** A person who submits allegations of unlawful discrimination or sexual harassment.

**Condition.** To make some aspect of another's employment, career, pay, duty assignment, benefits, or privileges contingent upon fulfillment of some requirement the maker thereof has no right to impose.

**Culture.** Is the learned and shared behaviors and perceptions of a group which have been transmitted from generation to generation through a shared symbol system.

**Cultural Diversity.** A desirable condition in the Marine Corps brought about by gender, religion, racial, cultural, and social differences that Marines naturally bring to our organization.

**Discrimination.** The act, policy, or procedure that arbitrarily denies equal opportunity because of race, color, religion, gender, age, or national origin to an individual or group of individuals.

**Disparaging Terms.** Terms use to degrade or infer negative statements pertaining to age, color, national origin, race, ethnic group, religion or gender. Such terms include insults, printed material, visual material, signs, symbols, posters, or insignia.

**Equal Opportunity (EO).** The right of all persons to participate in, and benefit from, programs and activities for which they are qualified. These programs and activities will be free from social, personal, or institutional barriers that prevent people from rising to the highest level of responsibility possible. Persons will be evaluated on individual merit, fitness, and capability, regardless of race, color, sex, national origin, or religion.

**Equal Opportunity Advisor.** Marine assigned to major Marine installations. Their mission is to provide information, assistance, and advice on all EO matters to installations and tenant commanders. (MCO 5354.3)

**Equal Opportunity Climate.** An atmosphere in which all individuals are treated equitably without regard to race, color, religion, age, national origin, or gender.

**Equal Opportunity in Off-Base Housing.** The portion of the Marine Corps EOP that supports the Department of Defense's and the Marine Corps goal to eliminate discrimination against military and DoD civilian personnel in off-base housing.

**Equal Employment Opportunity Program.** The comprehensive program through which the Marine Corps implements its policy to provide equal opportunity in employment for all qualified civilian personnel.

**Ethnicity.** That which sets off a group by race (defined as genetic), religion (preferred denomination), national origin (country of one's ancestors), or some combination of these categories.

**Ethnic Group.** A segment of the population that possesses common characteristics and cultural heritage significantly different from that of the general U. S. population and closely identifies with that cultural heritage.

**Hispanic.** A person having origins in any of the original peoples of Mexico, Puerto Rico, Cuba, Central or South America, or of other Spanish cultures, regardless of race.

**Hostile Environment.** A type of harassment that occurs when unwelcome behavior or one or more persons in a workplace produces a work atmosphere which is offensive, intimidating, or abusive to another person using the reasonable person standard.

**Human Relations.** The social relations between human beings; a course, study, or program designed to develop better interpersonal and inter-group adjustments.

**Individual Actions.** Voluntary efforts by Marines to apply their leadership training outside the classroom, beyond what is normally expected of their grade and duty assignment.

**Institutional Discrimination.** Policies, procedures, and practices, which intentionally or unintentionally, lead to differential treatment of selected identifiable groups and which, through usage and custom, have attained official or semiofficial acceptance in the routine functioning of the organization/institution.

**Legal Sufficiency Review.** The review of an investigation into a formal complaint of unlawful discrimination or sexual harassment to determine whether:

- a. The investigation complies with all applicable legal and administrative requirements.
- b. The investigation adequately addresses the matters complained of.
- c. The evidence supports the findings of the investigating officer or board.
- d. The conclusions and recommendations of the IO are consistent with the findings.

**Minority.** A group which differs from the predominant section of a larger group in one or more characteristics; e.g., ethnic background, language, culture, or religion and, as a result, is often subjected to differential treatment.

**Objective.** Defines the basic result desired.

**Prejudice.** The holding of a judgment or opinion, with regard to pertinent fact, that is typically expressed in suspicion, fear, hostility, or intolerance of certain people, customs, and ideas.

**Proposed Corrective Action.** Identifiable corrective plan for the achievement of a goals.

**Protected Communication.** Lawful communication to a Member of Congress, an IG, or to any other person or organization (including any person or organization in the chain of command) designated to receive such communications, to which a person makes a complaint or discloses information that he or she reasonably believes evidences a violation of law or regulation (including those covering unlawful discrimination and sexual harassment).

**"Quid Pro Quo" or "This for That".** A type of sexual harassment that occurs when submitting to or rejecting such behavior is used as a basis for decisions affecting any person's job, pay, or career. This could be a promise of employment, a promotion, a threat of or an actual demotion, a duty assignment, or a positive or negative performance evaluation.

**Race.** A division of human beings identified by the possession of traits that are transmissible by descent and that are sufficient to characterize persons possessing these traits as a distinctive human genotype.

**Racism.** A belief or attitude that race determines an individual's traits and capabilities and that racial differences produce a natural superiority of a particular race. Behavior or conditions that foster stereotypes of social roles based on race.

**Racial/Ethnic Incident.** An incident that involves members of two or more racial/ethnic groups, and racial/ethnic factors were the precipitating cause, or it became a motivating factor. If an incident involves members of only one racial/ethnic origin but is directed at another racial/ethnic group, it should be considered a racial/ethnic incident.

**Race/Ethnic Groups.** The race/ethnic groups for Marine Corps reporting are:

- a. American Indian or Alaskan Native
- b. Asian American or Pacific Islander (includes Filipino)
- c. Black (not of Hispanic origin)
- d. Hispanic
- e. White (not of Hispanic origin)
- f. Other or Unknown

**Reasonable Person Standard.** An objective test used to determine if behavior constitutes sexual harassment. This standard considers what a reasonable person's reaction would have been under similar circumstances and in a similar environment. The reasonable person standard considers the recipient's perspective and not stereotyped notions of acceptable behavior. For example, a work environment in which sexual slurs, the display of sexually suggestive calendars, or other offensive sexual behavior abound can constitute sexual harassment even if other people might deem it to be harmless or insignificant.

**Recipient.** Any person subjected to harassment or discrimination (also referred to as complainant).

**Reprisal.** Taking or threatening to take an unfavorable personnel action or withholding or threatening to withhold a favorable personnel action, or any other act of retaliation, against a military member for making or preparing a protected communication.

**Sexism.** Behavior, conditions or attitudes that foster stereotypes of roles, prejudice or discrimination based on the sex of an individual.

**Sexual Harassment.** A form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career.
- (2) Submission to or rejection of such conduct by a person is used as a basis for career, or employment decisions affecting that person.
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The above definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in concrete psychological harm to the victim, but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or abusive. "Workplace" is an expansive term for military members and may include conduct on or off duty, 24 hours a day. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

**Training and Information Resources (TIR) Library.** A library of various books, videos, and lesson plans on equal opportunity issues located with the installation EO advisor's office.

**Informal Resolution System (IRS).** Enables the resolution of conflicts in the workplace at the lowest possible level.

**Unwelcome.** Conduct that is not solicited and which is considered objectionable by the person to whom it is directed and which is found to be undesirable or offensive using a reasonable person standard.

**Values.** Are those things, people, and ideas that are important to an individual.

**Work Environment.** The workplace or any other place that is work-connected, as well as the conditions or atmosphere under which people are required to work.

**White (Not of Hispanic Origin).** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.