



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
WALLA WALLA DISTRICT, CORPS OF ENGINEERS
201 NORTH THIRD AVENUE
WALLA WALLA WA 99362-1876

CENWW-EE (690-12b2)

10 July 2012

COMMANDER'S POLICY LETTER NO. 3

SUBJECT: Anti-harassment, Sexual Harassment, and Alternative Dispute Resolution (ADR) Policy

1. As District Commander, I am strongly committed to promoting and maintaining an environment free of all forms of unlawful harassment (racial, color, sexual, or based on religion, national origin, age, protected activity, disability, or reprisal). Each of us is entitled to work in a professional environment that does not infringe on our personal dignity and respect. This anti-harassment policy pertains to anyone in the workplace: managers, supervisors, co-workers, customers, suppliers, contractors, or other non-employees. I expect each employee to do their part to carry out this policy as a shared responsibility in fostering and maintaining a work environment free from discrimination and all types of unlawful harassment.
2. Sexual harassment is the area that we are most familiar with and is non-negotiable. Laws and regulations define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that are made a term or condition of an individual's employment, used as a basis for an employment decision, or create a hostile or abusive working environment. Behaviors that are often found to be sexual harassment include, among others: unwelcome telephone calls, e-mail, or printed material of a sexual nature; unwelcome pressure for sexual favors or dates; deliberate touching; sexually oriented jokes or remarks; and inappropriate sexual images on a computer or elsewhere in the workplace. Sexual harassment is unacceptable and unlawful behavior that will not be tolerated.
3. Harassment on the basis of the prohibited factors includes derogatory remarks or negative stereotyping in words or written materials (placed on walls or circulated in the workplace) that disparages or shows hostility or aversion towards an individual or group because of their race, color, religion, gender, national origin, age, disability, or sexual orientation.
4. Employees have a responsibility in the prevention of harassment by ensuring that they do not engage in any activity or practice that is offensive or creates a hostile environment for their co-workers based on the factors listed above. Employees who believe they are victims of harassment should make it clear that such behavior will not be tolerated.

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5. Managers and supervisors are responsible for maintaining a workplace free from harassment within their organization. They should also provide guidance to their employees on what constitutes harassment and how they may seek to remedy it. This would include informing the next higher level of management or contacting the Equal Employment Opportunity (EEO) Office. Complaints filed through the EEO Office should be within 45 days of the alleged action. Employees who make complaints of harassment or discrimination, or provide information related to such complaints, will be protected against retaliation. Managers and supervisors will address all allegations in a swift, fair, and effective manner, protecting the confidentiality of complainants and witnesses to the extent possible.

6. In accordance with Code of Federal Regulation 1614 and Department of the Army Regulations, Walla Walla District will afford all individuals the Alternative Dispute Resolution (ADR) process in the resolution of EEO complaints and workplace disputes.

a. Mediation is the preferred method of ADR. The ADR program is designed to permit impartial intervention through mediation during the informal and formal processing of EEO complaints.

b. The ADR/mediation process provides a non-adversarial process whereby involved parties have the opportunity to resolve informal and formal complaints themselves with the assistance of a third party mediator. This will reduce costs affiliated with the lengthy EEO process. Managers and supervisors at all levels have a vital role in the ADR program and are accountable for successful implementation of its principles within the work place.

7. I fully expect all members of the Walla Walla District to create and maintain an environment where everyone is treated professionally and with respect in the accomplishment of our mission. This policy statement will be placed on all official bulletin boards as well as incorporated into new employees' orientation packets.

/s/ 7/10/12
ANDREW D. KELLY
LTC, EN
Commanding

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