



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

IMKN-EE

OCT 23 2015

MEMORANDUM FOR

Commander, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Fort Knox Partners in Excellence, Staff Offices/Departments, This
Headquarters


SUBJECT: Fort Knox Policy Memo No. 04 - Prevention of Discrimination and
Harassment (EEO)

1. **References:** EEO Commission Management Directive 715, Equal Employment Opportunity, 1 October 2003
2. **Purpose.** To provide guidance for the implementation of reference 1, as identified above.
3. **Applicability.** All activities serviced by the USAG Fort Knox Equal Employment Opportunity (EEO) Office.
4. **Unlawful discrimination or harassment will not be tolerated.** This policy applies to everyone at Fort Knox, whether supervisor, coworker, contractor, or others. Any incidents of harassment should be promptly reported through your supervisor chain of command or to the Equal Employment Opportunity (EEO) Office if you are a civilian employee. If you are a military member, you should report incidents to the Equal Opportunity (EO) Office. Contract employees should report incidents of harassment to their employer or contact the EEO Office for information.
5. **Commanders and leaders will ensure their workforce is trained to ensure all personnel are aware that prohibited forms of harassment and discrimination are against the law and will not be tolerated.** Through their leadership and participation in training, commanders, directors, and supervisors will demonstrate that harassment and discrimination will not be tolerated.
6. **All complaints will be investigated promptly, thoroughly, and impartially.** Allegations of discrimination or harassment will be treated as confidential and shared on a need to know basis, only with those who need to know. Immediate and appropriate corrective action will be taken when it is determined that harassment has occurred. You will be protected from any adverse treatment if you report harassment or discrimination or provide information related to such a complaint.

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7. The EEO complaint procedures are described on the EEO poster located on employee bulletin boards. Information is also available from the Fort Knox EEO Office, phone (502) 624-1325, 3171 or 6196. Information on the EO complaint procedure is available through the installation EO Office, phone 624-3510.
8. A copy of this correspondence will be posted on bulletin boards until superseded.
9. POC for this policy is the Equal Employment Opportunity Officer, phone number: 624-1325.



STEPHEN K. AITON
COL, AG
Commanding

DISTIBUTION: A