



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014-0200

IMEU-ZA

SEP 09 2008

MEMORANDUM FOR All IMCOM-Europe Personnel

SUBJECT: Prevention of Sexual Harassment

This memorandum expires in 2 years.

1. I am committed to providing everyone a healthy and safe work environment free of discrimination. Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment will not be tolerated. Violators of this policy, as well as supervisors, nonsupervisors, and military or civilian leaders who fail to take immediate and appropriate actions, may be subject to administrative action. All employees of IMCOM-Europe have a responsibility to ensure that our work environment is free from all forms of discrimination.
2. All leaders and supervisors are also expected to remain vigilant and take immediate action to prevent retaliation against any employee making a sexual harassment complaint.
3. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual; or (3) such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
4. Prevention of sexual harassment is the responsibility of every member of the IMCOM-Europe workforce. Any employee or applicant for employment who believes he or she is a victim of sexual harassment should contact the appropriate agency representative or the IMCOM-Europe Equal Employment Opportunity (EEO) Office for assistance and guidance. The agency representative is responsible for maintaining confidentiality in the prompt, thorough, and impartial investigation of allegations of sexual harassment, and to take immediate and appropriate corrective actions when the agency determines that harassment has occurred.
5. This memorandum will be permanently posted on all official bulletin boards and the IMCOM-Europe homepage.
6. The IMCOM-Europe EEO Office (DSN 370-8562 or civilian 06221-57-8562) can provide more information.

A handwritten signature in black ink, appearing to read "Diane M. Devens", written in a cursive style.

DIANE M. DEVENS  
Director