DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
BUILDING 1001 ROOM W321
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

IMWE-HOD-EEO

OCT 2 6 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Policy Memorandum #3 – Prevention of Sexual Harassment (POSH)

1. **REFERENCES.**

a. Army Regulation 690-12, Equal Employment Opportunity and Affirmative Action, dated 4 March 1988.

b. Army Regulation 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.

c. Army Regulation 600-20, Army Command Policy, dated 13 May 2002.

2, **PURPOSE.** To establish the Garrison Commander's Policy on POSH.

3. **APPLICABILITY.** This policy applies to all civilian and military personnel assigned to and/or under the operational control of the Fort Hood U. S. Army Garrison.

4. **POLICY.**

a. Sexual harassment is a form of sex discrimination. Sexual harassment is defined, in law and regulation, as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which is made a term or condition of a person's employment, used as a basis for career or employment decisions affecting a person, interferes with the performance of a employee, or creates an intimidating, hostile or offensive working environment. I will not condone nor tolerate any form of discrimination.

b. Sexual harassment, like any form of discrimination, is detrimental to trust and teamwork. It violates Federal laws and individual rights, undermines the integrity of the United States Army, and interferes with mission accomplishment. I expect all leaders and supervisors to take responsibility in prevention as well as take prompt and appropriate corrective action on allegations of sexual harassment.

c. The workforce must understand the importance of this policy and adhere to its principles. All employees will take personal responsibility in the prevention of sexual harassment by encouraging appropriate behavior and setting the highest standard of conduct in the workforce.

d. Prevention of Sexual Harassment training is required for all Army employees. Newly appointed supervisors of federal civilian employees are required to receive initial classroom POSH training within 90 days of their appointment. New employees are to receive initial POSH training within 120 days of their entry on the duty date, and all employees are required to receive POSH refresher training every 2 years.

e. Employees who perceive they are victims of sexual harassment, or individuals who witness inappropriate workplace behavior should report it immediately through their supervisory chain (allegations involving their supervisor should be reported to a higher level official) or contact the Equal Employment Opportunity Office (254) 287-3602.

f. Supervisors and managers will act promptly to investigate and resolve reports of sexual harassment. If inappropriate conduct is found to have occurred, the supervisor will take appropriate corrective and disciplinary action. Disciplinary action will also be taken against supervisors who have not carried out their responsibilities under this policy.

5. **PROPONENT.** The Fort Hood Equal Employment Opportunity Office is the proponent for this policy. Point of contact is the EEO Office at commercial (254) 287-3602.

6. **EXPIRATION.** This policy memorandum supersedes previous policy issued by the Garrison Commander and will remain in effect until superseded or rescinded.

William V. Hill

WILLIAM V. HILL III
COL, AR
Commanding

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