



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON KAISERSLAUTERN
UNIT 23152
APO AE 09227-3152

IMEU-KAI-EEO

OCT 17 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #9 – Sexual Harassment/Assault Response and Prevention

1. This memorandum outlines my policy on preventing sexual harassment in the USAGK. It is effective immediately and will be updated on an annual basis.
2. I reaffirm that I will not tolerate behavior that could be interpreted as sexual harassment. I expect each member of this command, and I encourage all U.S. Army units in the USAGK area, to create and maintain an environment free of sexual harassment for our civilian employees, our Soldiers and their family members.
3. Sexual harassment is illegal. It is defined by the Department of the Army as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's job, pay or career, or;
 - b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or;
 - c. 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.
4. Any individual in an authoritative position who engages in or condones any form of 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, repeated, and unwelcome conduct of sexual nature is engaging in sexual harassment.
5. The negative consequences of sexual harassment on the Garrison are many and must be measured in more than direct costs associated with complaints and lawsuits. Less obvious and longer lasting is the damage that can come from increased stress, strained personal relationships, decreased work effectiveness, absenteeism, higher employee turnover, lower morale, and overall loss of credibility for those involved.

IMEU-KAI-EEO

SUBJECT: United States Army Garrison Kaiserslautern (USAGK) Command Policy Letter #9 –
Prevention of Sexual Harassment

6. Any individual who feels sexually harassed should report the harassment to the appropriate supervisor and/or the chain of command, the Equal Employment Opportunity Office, the Equal Opportunity Office or the Inspector General Office. Offenders will receive swift and appropriate punishment in proven cases of sexual harassment.

7. I expect total cooperation and strict adherence to this policy by all. Please place this memorandum on all official bulletin boards. I also suggest that all leaders circulate this memorandum among your military subordinates and employees.

8. A copy of this memorandum will be permanently displayed on official bulletin boards.


LARS N. ZETTERSTROM
LTC, EN
Commanding

DISTRIBUTION D