



DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON WHITE SANDS
100 Headquarters Avenue
WHITE SANDS MISSILE RANGE, NEW MEXICO 88002

REPLY TO
ATTENTION OF

IMWE-WSM-ZA

15 JUL 2009

MEMORANDUM FOR Garrison Directors and Office Chiefs

SUBJECT: Garrison Policy Letter #4: Prevention of Sexual Harassment

1. The Department of the Army is committed to providing a work environment free of sexual harassment. Sexual harassment in the workplace can ruin careers, destroy a victim's health, lower productivity, and cost an organization millions in legal and settlement fees. I am totally committed to the Army's policy. Our soldiers and civilian teammates must be treated with dignity and respect.
2. Sex discrimination occurs when an employee is treated adversely because of their sex. Sex discrimination includes sexual harassment. Sexual harassment is a prohibited personnel practice as it results in discrimination for or against an employee on the basis of conduct not related to performance (i.e., the taking or refusal to take a personnel action, including promotion of employees who submit to sexual advances, or refusal to promote employees who resist or protest sexual overtures). Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and may be perceived as an exercise of power, domination, and control. Both men and women can be victims of sexual harassment by anyone in the work place to include supervisors, co-workers, employees, or non-employees. All Soldiers and employees have a role to play in assuring a professional environment conducive to getting the job done. I charge each individual with the responsibility to maintain a professional attitude, treat others with dignity and respect, and monitor one's own behavior.
3. It is imperative that Garrison leaders take positive action to ensure a work place free of sexual harassment. I hold leaders and management responsible for setting a good example, actively monitoring the work environment, publicizing and supporting the installation's prevention of sexual harassment policy, keeping subordinates informed on penalties for discrimination, providing sexual harassment training, conducting swift and fair inquiries into allegations, and taking appropriate disciplinary action when warranted.
4. Sexual harassment is an inappropriate behavior. Working together, we can prevent Sexual harassment from occurring at the workplace. The education of all Soldiers and employees and a strong commitment to prevent sexual harassment are essential.
5. There is a zero tolerance for error with this policy.
6. Please disseminate this policy to all personnel and post a copy on official bulletin boards.


C.J. WICKER
COL, LG
Commanding