COMMANDING GENERAL'S
EQUAL EMPLOYMENT OPPORTUNITY AND
ANTI-HARASSMENT POLICY STATEMENT
FOR CIVILIAN EMPLOYEES

All Marines and Civilian Marines of Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) serve an important role in the accomplishment of our mission and will be treated with respect. The Marine Corps values of honor, courage, and commitment form the basis for how we conduct ourselves, both at work and off duty. Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to: recruitment/hiring, meritorious promotion, transfer, reassignments, training and career development, benefits and separation.

Any form of discrimination is a direct violation of the United States Federal Regulations. Discrimination undermines the Marine Corps mission and will not be tolerated. All reported workplace incidents of harassment, based on discriminatory factors such as: race, color, national origin, gender (both sexual and non-sexual), age (over 40), religion, genetic information, disability or non-discriminatory factors will be investigated in a timely manner. Appropriate disciplinary action will be taken against the individual or individuals who were found to have harassed or discriminated against an employee. I hold supervisors and managers (military and civilian) of civilian employees responsible for providing a work environment free from harassment, based on discriminatory and non-discriminatory factors.

I assure you that the confidentiality of any individual bringing a claim of harassment or discrimination will be protected to the fullest extent possible, and they will be free from reprisal for raising such a claim. Alternative Dispute Resolution (ADR) options such as mediation, conciliation or conflict coaching are available to resolve the conflicts in the work place. I highly encourage you to utilize ADR to resolve your conflict at the lowest possible level.

This Policy covers appropriated and non-appropriated fund employees. If you are a civilian employee and believe that you have been discriminated against because of your race, color, religion, sex, age (over 40), national origin, disability, genetic information or reprisal for prior Equal Employment Opportunity (EEO) involvement, you may consult with an EEO counselor to resolve the matter. The matter must be brought to the attention of the EEO counselor within 45 calendar days after the date the alleged act occurred; the effective date of an alleged discriminatory personnel action; or the date you knew, or reasonably should have known, that it occurred. If you wish to report harassment, want to file an EEO complaint, request ADR, or request a reasonable accommodation for your disability, please call (760) 725-3845.

The Marine Corps history is built on trust and teamwork. The continued success of MCIWEST-MCB CAMPEN, the Marine Corps, and our great nation is dependent upon you and your commitment to all members of our military and civilian team.

K. J. KILLEA
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton