



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



All Marines, Sailors, 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 on and off duty. Equal employment opportunity covers all personnel/employment programs; management practices; decisions, including but not limited to, recruitment, hiring, meritorious promotions, transfers, reassignments, training, career development, benefits, and separations.

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, sex (pregnancy, sexual orientation, and gender identity), age (over 40), religion, genetic information, disability, and reprisal, or non-discriminatory factors will be investigated in a timely manner. Reprisal against anyone who engaged in protected activity will not be tolerated, and the command supports all employees in exercising their rights under the civil rights statutes. Appropriate disciplinary action will be taken against the individual or individuals 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.

The confidentiality of any individual claiming harassment or discrimination will be protected to the fullest extent possible, and 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 workplace. I highly encourage ADR to resolve conflicts at the lowest possible level.

This Policy covers appropriated and non-appropriated fund employees. If you are a civilian employee and believe you have been discriminated against because of race, color, national origin, sex (pregnancy, sexual orientation, and gender identity), age (over 40), religion, genetic information, disability, and 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 of the alleged act, the effective date of an alleged discriminatory personnel action, or the date you knew or reasonably should have known it occurred. If you wish to report harassment, want to file an EEO complaint, request ADR, or request a reasonable accommodation for your disability for non-appropriated fund employees please call (760) 763-7994, appropriated fund employees please call (760) 725-3845.

July 6, 2023, the Pregnant Woman's Fairness Act was signed into law. The act requires agencies to provide reasonable accommodations to an employee's or applicant's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. Employees or applicants requiring accommodations under this new law should contact their supervisor or an EEO counselor.

The Marine Corps' legacy is built on trust and teamwork. The continued success of MCIWEST-MCB CAMPEN, the Marine Corps, and our great nation depends on you and your commitment to all members of our military and civilian team. People perform their best when they are valued by the organization.

8 Aug 24  
Date

N. I. BROWN  
Brigadier General, U. S. Marine Corps  
Commanding General  
Marine Corps Installations West-Marine Corps Base,  
Camp Pendleton