

OFFICE OF THE DIRECTOR
ARMED FORCES RETIREMENT HOME-WASHINGTON
3700 North Capitol Street, N.W.
Washington, D.C. 20317

8 January 2003

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Prevention of Sexual Harassment Policy

As the Director of the Armed Forces Retirement Home-Washington, I am committed to a productive work environment in which sexual harassment is totally unacceptable and will not be tolerated.

Sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964, as amended. It is a form of sex discrimination that involves any unwelcome sexual advances, request for sexual favors, or any verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly effects a term or condition of an individual's employment; is used as the basis for employment decisions affecting that individual; or, unreasonably interferes with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

Any person in a supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay or job of an employee is engaging in sexual harassment. Similarly, any employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature that interferes with an individual's work performance is also engaging in sexual harassment.

Sexual harassment violates those standards of professional conduct and integrity acceptable to the Armed Forces Retirement Home-Washington. Everyone in the supervisory chain is expected to be a positive role model and familiarize all members of the workforce with an understanding of this policy regarding prevention of sexual harassment. All supervisors and managers must continually strive to maintain a work environment that discourages harassment of employees by their co-workers

Individuals who are subjected to acts of sexual harassment have a responsibility to voice their opposition to this offensive behavior and report the incident through appropriate supervisory channels. It is the responsibility of every

supervisor and manager to examine the reported incident and ensure swift, fair, and appropriate disciplinary action to correct prohibited behavior.

If a complaint of sexual harassment is not resolved within the supervisory chain, contact the Equal Employment Opportunity Manager located on the first floor of the Administrative Building, or call (202) 730 3231.



ARNOLD SMITH
COL, US Army
Director