



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)  
Unit 21419  
APO AE 09708

REPLY TO  
ATTENTION OF

AERSH-AG (690-600)

80th ASG (NSSG) Policy # 004-01  
2 JAN 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment

1. Sexual Harassment of any personnel employed by or assigned to this Command is a prohibited practice and will not be tolerated at any level under any circumstances.
2. Sexual Harassment interferes with work productivity. It undermines the integrity of employees and the work place and is both offensive and degrading. The Command policy on sexual harassment is zero tolerance.
3. Sexual Harassment is defined as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
  - a. Submission to or rejection of 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 interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
4. Any supervisor or manager, who uses implicit or explicit, coercive sexual behavior to affect the career, salary or work atmosphere of an employee is engaging in sexual harassment. Similarly, any non-supervisory employee who behaves in the above-defined manner while conducting official business is engaging in sexual harassment.
5. I expect managers and supervisors to take initiative to prevent such unacceptable conduct in any work or duty related setting. Every leader and supervisor also has a responsibility to watch for unacceptable conduct and counsel offenders without waiting for complaints.
6. Any employee who feels sexually harassed is encouraged to make it clear to the perpetrator that such advances are unwelcome. She or he should also notify the appropriate supervisory official and/or the Equal Employment Opportunity Office at DSN 361-5281/5786. Supervisors must contact the Equal Employment Office upon notification of any allegation of sexual harassment.

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7. Prevention of Sexual Harassment Training for both supervisors and employees is provided quarterly through the Training and Development Division of the Civilian Personnel Office. Classes can also be arranged by contacting the Equal Employment Opportunity Officer, at DSN361-5281/5786.
8. This policy reaffirms my commitment to maintain a dignified and respectful environment for all employees of the 80th Area Support Group and the BENELUX Community. Comments and suggested improvements may be sent directly to the Equal Employment Opportunity Officer, Unit 21419, ATTN: AERSH-AG, APO AE 09708.
9. A copy of this policy will be posted on all Directorate and Sub-activity bulletin boards.



TIMOTHY J. QUINN  
COL, MI  
Commanding

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