



## **COMMANDER'S EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT POLICY STATEMENT FOR MARINES AND CIVILIAN EMPLOYEES**

Our mission requires mutual trust that can only exist in an organization where every individual is treated with respect and dignity – regardless of race, color, gender, religion, age, or national origin. Any form of discriminatory conduct is incompatible with our Core Values of Honor, Courage and Commitment and will not be tolerated. Behavior of this type can quickly erode unit cohesion and I demand that all members of the command correct situations or behaviors on the spot. We must ensure that optimal conditions exist for each member of our diverse team to succeed. As your Commanding Officer, it is my responsibility to ensure that your ability to succeed and to accomplish your mission is not hindered in any way by the prejudice or bias of others. I take this responsibility seriously and demand that each of you familiarize yourself with the Marine Corps' Policy on equal opportunity, this statement, and the complaint process. I am committed to fostering an environment with fair, impartial, and unbiased treatment to all. I expect/demand this attitude throughout this Command. Let me be perfectly clear:

- Neither discrimination nor harassment of any kind will be tolerated in this command.
- Maintaining the dignity of every person in this command is a bedrock principle of my ethos, and I will accept nothing less.
- Any substantiated incident or violation of this policy or those willfully submitting false allegations will result in administrative or punitive action.

We must strive to solve complaints at the lowest level, using the chain of command. For military members, in cases of inappropriate comments or behavior, that are not criminal in nature, the preferred method is through the Informal Resolution System. Civilian Marines are encouraged to use the Alternative Dispute Resolution process. If necessary, formal complaints can be filed via Request Mast or other Equal Employment Opportunity processes. The complaint process is posted on official bulletin boards throughout Marine Depot Maintenance Command. All personnel have the right to report incidents of discrimination and sexual harassment without fear of reprisal. All reports of misconduct will be taken seriously, promptly investigated, and handled with the utmost professionalism, dignity, and fairness.

Whether in Albany, Georgia or Barstow, California, all Marines and Civilian Marines must have an equal opportunity to contribute to the success of our mission while growing and maturing in a professional environment. Developing a high level of trust among all members of the command and developing a "command harmony" throughout every work space that fosters an atmosphere of teamwork should be a goal of every member of this command!

A handwritten signature in black ink, appearing to read "Eric S. Livingston".

ERIC S. LIVINGSTON

8 September 2016