



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 2<sup>nd</sup> INFANTRY DIVISION  
Unit #15041  
APO AP 96258-5041

REPLY TO  
ATTENTION OF:

EAID-CG

FEB 28 2012

MEMORANDUM FOR All 2nd Infantry Division Assigned Soldiers and Civilians

SUBJECT: Policy Letter #12-1, Prevention of Sexual Harassment (POSH)

1. This policy letter supersedes previous 2ID Policy Letter #11 (Prevention of Sexual Harassment (POSH)), dated 11 July 2006. It remains in effect until rescinded or superseded.
2. References:
  - a. 29 Code of Federal Regulations 1614. 11, Federal Sector Equal Employment Opportunity, 9 November 1999.
  - b. 10 U.S. Code Section 1561, Sexual Harassment.
  - c. AR 600-20, Army Command Policy, Chapter 7, Prevention of Sexual Harassment (POSH), 18 March 2008 ( incorporating Rapid Action Revision , 4 Aug 11).
  - d. USFK Command Policy Letter #11, Prevention of Sexual Harassment (POSH), 15 March 2011.
3. This policy applies to all 2ID military personnel, civilian employees, and family members.
4. I am totally committed to achieving and safeguarding an environment free of sexual harassment for all service members, civilian employees, and family members. Commanders and leaders at every level must be committed to creating and maintaining an environment that promotes productivity and respect for human dignity. Sexual harassment destroys teamwork and negatively affects readiness.
5. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and is an exercise of power, domination, and control. Both men and women can be victims of sexual harassment by anyone in the work place – supervisors, co-workers, employees, or non-employees. All 2ID personnel have a role to play in assuring a professional environment conducive to achieving our mission. I charge each individual with the responsibility to maintain a professional attitude, treat others with dignity and respect, and monitor his/her own behavior. This requirement applies to both on and off installation behavior.

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6. Allegations of sexual harassment must be taken seriously and investigated promptly. All 2ID personnel should address and report instances of sexual harassment. Individuals who perceive they are being sexually harassed by supervisors, co-workers, peers, or non-employees should make it clear that such behavior is unacceptable and report the harassment to an appropriate authority or office. It is the responsibility of every leader- military and civilian – to examine allegations of sexual harassment and take the necessary action to ensure that these matters are addressed expeditiously, fairly, and effectively.

a. Individuals who feel that they are being sexually harassed should request assistance from their chain of command, Equal Opportunity Office, Equal Employment Office, Inspector General, Provost Marshal, Chaplain, or the Staff Judge Advocate. All complainants will be protected from acts or threats of reprisal

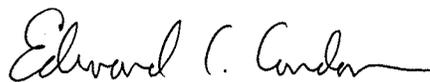
b. It is important that sexual harassment is clearly understood by every member of this command. Therefore, all 2ID military and civilian personnel (managers, supervisors, and employees) will participate in mandatory, aggressive, and progressive POSH training to identify and prevent inappropriate behavior.

c. Prevention is the best tool for the elimination of sexual harassment. Leaders must take immediate steps to eliminate any real or perceived allegations of sexual harassment brought to their attention.

7. It is imperative that leaders take every step necessary to ensure the work place is free of sexual harassment. I hold commanders, leaders and management personnel responsible for setting a good example; actively monitoring the work environment; publicizing and supporting 2ID's POSH policy; keeping subordinates informed of penalties for discrimination; providing sexual harassment training; conducting swift, fair inquiries into allegations, and taking appropriate disciplinary actions.

8. The command will not tolerate sexual harassment on or off duty. There is a zero tolerance for sexual harassment.

9. Questions regarding this policy should be directed to the 2ID Equal Opportunity Program Manager, DSN 732-6856.



EDWARD C. CARDON  
Major General, USA  
Commanding

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