



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 2D INFANTRY DIVISION  
ROK-US COMBINED DIVISION  
BLDG P6500 UNIT #15041  
APO AP 96271-5041

EAID-CG

18 May 2023

MEMORANDUM FOR All 2ID/RUCD Personnel

SUBJECT: Command Policy Letter #12: Prevention and Elimination of Unlawful Discrimination and Harassment in the Workplace

1. References:

- a. AR 690-12 (Equal Employment Opportunity and Diversity), 12 December 2019
- b. AR 690-600 (Equal Employment Opportunity Discrimination Complaints), 9 February 2023.
- c. DoDI 1020.04 (Harassment Prevention and Responses for DOD Civilian Employees), 30 June 2020.
- c. United States Forces Korea Command Policy Letter #4, Equal Opportunity and Equal Employment Opportunity, 24 February 2022.
- d. Eighth Army Command Policy Letter #10, Prevention and Elimination of Unlawful Discrimination and Harassment in the Workplace, 19 April 2022.

2. Purpose. To establish policy and procedures for the prevention and elimination of unlawful discrimination and harassment in the workplace.

3. Background.

a. Unlawful harassment includes, but is not limited to, unwelcome conduct, intimidation, ridicule, insult, offensive comments or jokes, or physical conduct based on race, color, religion, sex (whether or not of a sexual nature), national origin, age (over 40), disability, genetic information, or reprisal when:

- (1) An employee's acceptance or rejection of such conduct explicitly or implicitly forms the basis for a tangible employment action affecting the employee, or
- (2) The conduct is sufficiently severe or pervasive as to alter the terms, conditions or privileges of the employee's employment or otherwise create a hostile or

SUBJECT: Command Policy Letter #12: Prevention and Elimination of Unlawful Discrimination and Harassment in the Workplace

abusive work environment. This type of harassment does not involve discrete personnel actions such as denial of promotion.

b. Under Federal anti-discrimination laws, the agency is automatically liable for unlawful harassment by a supervisor that results in a tangible and negative employment action, such as termination or a failure to promote.

c. The agency will be liable for harassment by nonsupervisory employees or nonemployees it has control over (for example, independent contractors or customers on the premises), if it knew or should have known about the harassment and failed to take prompt and appropriate corrective action.

#### 4. Discussion.

a. The 2d Infantry Division is committed to preventing and eliminating all types of workplace harassment, based upon race, color, sex, sexual orientation, religion, national origin, age, disability, reprisal, marital status, political affiliation, parental status, or genetic information. Workplace harassment, including sexual harassment, is unacceptable conduct and not tolerated.

b. If you are subject to acts of harassment, you have an obligation to make it clear that such behavior is unwelcome, and immediately report the incident through the appropriate supervisory channel.

c. It is the responsibility of every supervisor and manager, military and civilian, to examine the reported incident and ensure swift, fair, and effective corrective action takes place when necessary. In cases of alleged severe and pervasive harassing conduct, the management official must consult with the agency's attorney/labor counselor and EEO or Labor Management Employee Relations (LMER) specialist within one business day regarding recommendations on appropriate corrective action. Reprisal against any Soldier or Civilian who reports harassment is not tolerated.

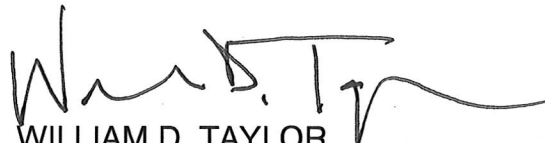
d. Anonymous allegations of harassment, in which the identity of the reporter is unknown but there is sufficient information to warrant further inquiry will be referred to an appropriate response process. In addition, allegations of harassment in which the identity of the reporter is known, but the reporter desires anonymity, may be treated as anonymous allegations for purposes of keeping the identity of the person making the report confidential.

EAID-CG

SUBJECT: Command Policy Letter #12: Prevention and Elimination of Unlawful  
Discrimination and Harassment in the Workplace

e. Your commitment is required in order to establish and maintain a work environment free of harassment for all personnel, whether civilian or military. The commitment of all 2d Infantry Division personnel to prevent all forms of harassment will ensure that the command maintains the highest level of professional behavior and courtesy that marks the 2d Infantry Division's commitment to excellence. The command will take corrective action on any violation of this policy.

5. The proponent for this policy is the Eighth Army EEO Office at DSN (315) 755-0320/21.



WILLIAM D. TAYLOR  
Major General, USA  
Commanding