



DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO
ATTENTION OF

CESWL-EO (690-700F)

14 September 2001

DISTRICT COMMANDER'S POLICY MEMORANDUM 2001-16

SUBJECT: Prevention of Sexual Harassment

1. The Little Rock District Corps of Engineers is committed to providing a work environment free of sexual harassment for all employees. This illegal conduct is a form of sex discrimination and violates Title VII of the Civil Rights act of 1964, as amended.
2. Sexual harassment is defined as any unwelcome advances for sexual favors and other verbal or physical conduct of a sexual nature (EXAMPLES: glaring, touching, jokes, pictures, and cartoons). This conduct weakens employment relationships, damages moral, and jeopardizes productivity. It may also undermine principles by rewarding or penalizing employees on the basis of conduct that is not related to their job performance.
3. Managers and supervisors are responsible for ensuring that the work environment is free from discrimination. Therefore, they must not tolerate or fail to take appropriate action against proven offenders. Reports of violations must be examined immediately, resolved swiftly, consistently, and fairly. Complaints that are substantiated will result in corrective action. Failure to take swift and corrective action may lead to disciplinary action up to and including removal.
4. Employees who believe that he or she is a victim of sexual harassment should make it clear that such behavior is offensive and is expected to cease. If it continues after such warning, then it must be reported to the appropriated supervisor, EEO counselor or one of the EEO staff.
5. Little Rock District takes complaints of sexual harassment seriously; therefore, the rights of all parties involved in the complaint must be protected and respected. Little Rock District maintains a zero tolerance for sexual harassment.

This policy supersedes policy No. 98-07 dated 16 July 1998

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6. All Little Rock District employees, contractors and others, who perform official work for the Agency are required to fully adhere to this policy.



BENJAMIN H. BUTLER
Colonel, Corps of Engineers
Commanding

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