



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8097
CHERRY POINT, NORTH CAROLINA 28533-0097

IN REPLY REFER TO:

12713

MCIMCPE-CHROE

4 DEC 2013

From: Commanding Officer
To: Distribution List

Subj: POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

1. As Commanding Officer of Marine Corps Air Station Cherry Point, I fully support the objectives of the Commandant of the Marine Corps to integrate equal employment into all employment matters, to prohibit discrimination in all employment because of race, color, age, religion, gender, national origin, disability (physical or mental), genetic information or reprisal based on past participation/involvement in the discrimination complaint process, and to promote the full realization of equal employment through continuing affirmative employment programs. Additionally, no person shall be subject to retaliation for opposing any unlawful discriminatory practice or for participating in any of the Equal Employment Opportunity (EEO) administrative or judicial proceedings. This policy must be an integral part of every aspect of personnel policy and practices in the employment, development, advancement and treatment of all civilian employees.

2. Equal Employment Opportunity shall be an essential and integral element of the way we conduct business at Marine Corps Air Station, Cherry Point. The absence of EEO in any environment can have a negative impact on morale and productivity. We all benefit by recognizing the unique qualities individuals of different backgrounds and cultures bring to the workplace. Discrimination based on the factors stated above is not only illegal, but also promotes waste and inefficiency in the use of personnel resources and will not be tolerated. Furthermore, individuals may use the EEO process without fear of retaliation.

3. All employees and applicants for employment have an inherent right to fair and equitable treatment. Any employee who believes that he/she has been denied EEO or has been the subject of an incident of harassing conduct, should report the matter promptly to either a person in his/her supervisory chain and/or to the EEO Office. Complainants, witnesses, and others who provide information concerning such claims will be protected from reprisal and all information will be maintained on a confidential basis to the maximum extent possible. The appropriate official will act promptly to investigate and resolve reports of discrimination or harassing conduct.

Subj: POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY

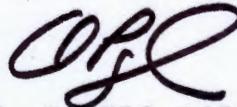
4. If discrimination or harassing conduct is found to have occurred, the supervisor will take immediate and appropriate corrective action. Appropriate actions will also be taken against supervisors who do not carry out their responsibilities under this policy. For the purpose of this policy, harassing conduct is defined as any unwelcome conduct, verbal or physical, based on any characteristic when the conduct either:

(a) Can reasonably be considered to adversely affect the work environment.

or

(b) Results in an employment decision affecting the employee and is based upon the employee's acceptance or rejection of such conduct.

5. A successful EEO program requires support and participation from all managers, supervisors and employees. As the Marine Corps Air Station, Cherry Point team, we must hold ourselves accountable for the acceptance, promotion, support and success of the EEO program. I am fully committed to the policies stated above and I solicit and expect the support and cooperation of all Marine Corps Air Station, Cherry Point personnel in achieving these objectives. Every effort will be made to fulfill the goal of a work force free of discrimination and harassment. Support of the EEO policy and program objectives is the responsibility of every person and the higher the position held, the greater that responsibility. It is my conviction that discrimination or other practices that deny an individual equal employment opportunity will not be tolerated aboard Marine Corps Air Station, Cherry Point.



C. PAPPAS III

DISTRIBUTION: A