



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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From: Commanding Officer, Marine Corps Air Station Cherry Point
To: Distribution List

Subj: POLICY STATEMENT ON EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Encl: (1) Equal Employment Opportunity Policy

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, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability (physical or mental), genetic information (including family medical history), or equal pay. Reprisal for engagement in protected EEO activity will not be tolerated. This policy must be an integral part of every aspect of personnel/employment programs, management practices, and civilian workforce decisions, including, but not limited to, recruitment, hiring, appraisals, merit promotions, transfers, reassignments, training and career development, separations, benefits, and award and recognition programs.

2. EEO 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 significant 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.

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 been the subject of an incident of harassing conduct, should report the matter promptly to either 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.

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

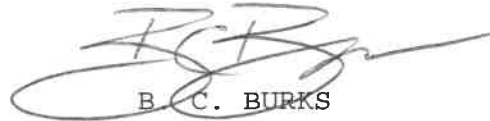
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carry out their responsibilities under this policy. For the purpose of this policy, harassing conduct is defined as any unwelcome conduct, verbal or physical, based on any characteristic when the conduct either:

(1) can reasonably be considered to adversely affect the work environment, or

(2) 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 civilian employees and military personnel to attain and preserve an environment that is free from discrimination and harassment, and for correcting harassing conduct. Support of the EEO policy and program objectives is the responsibility of every person, regardless of position or rank. Workplace harassment will not be tolerated aboard Marine Corps Air Station Cherry Point.



B. C. BURKS

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