DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 66TH AIR BASE GROUP
HANSCOM AIR FORCE BASE MASSACHUSETTS

MEMORANDUM FOR ALL HANSCOM AFB PERSONNEL

FROM: 66 ABG/CC

SUBJECT: Anti-Harassment Policy

1. Personnel on Hanscom Air Force Base (HAFB) reflect the diversity of our great Air Force. My policy is that all HAFB members (military, civilian, and contractor) be afforded a harassment-free work environment. No person should be subjected to any kind of harassment be it sexual or non-sexual in nature based on race, religion, national origin, sex, age, disability, genetic information, or reprisal for engaging in Equal Opportunity (EO) activity. The use of severe or pervasive comments, jokes, gestures, displays, or other kinds of degrading behaviors will not be tolerated.

2. Prevention is the best tool to eliminate harassment in the workplace. I expect all leaders to be a model of respect, take steps to prevent harassment from occurring, provide employees with harassment training, take immediate action to investigate and resolve all harassment complaints, and take appropriate action when a complaint is substantiated. Furthermore, leaders should encourage the use of the Alternate Dispute Resolution (ADR) process.

3. Sexual harassment is deliberate, repeated, unsolicited, degrading, and embarrassing and is sexually related in language, gesture, coercion, or physical contact the recipient deems unwelcome. Individuals who perceive they are recipients of inappropriate sexual conduct should promptly and clearly communicate that the behavior is offensive and unwelcome and report the incident to an appropriate supervisor, Sexual Assault Response Coordinator (SARC), or the EO Office. Sexual harassment not only violates standards of integrity and impartiality but also undermines interpersonal relationships and interferes with the ability to effectively accomplish the Air Force mission.

4. Should an employee need to report harassment based on race, color, religion, national origin, sex, age, disability, genetic information, or reprisal, she/he can provide such allegations to the EO Office and to their chain of command. The employee and others who provide information concerning harassment claims will be protected from retaliation.

5. It is my intent to ensure a harassment-free workplace for all HAFB personnel. For more details regarding complaint options or anti-harassment training programs, please contact the EO Office at DSN 845-6397 or Commercial (781) 225-6397.

ROMAN L. HUND
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Commander