



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

22 July 2024

MEMORANDUM FOR ALL HANSCOM AFB PERSONNEL

FROM: 66 ABG/CC

SUBJECT: Equal Opportunity (EO) and Anti-Harassment Policy

1. As Commander of the 66th Air Base Group, I affirm the Air Force's commitment to Title VII of the Civil Rights Act of 1964, as amended, which guarantees Equal Opportunity for all employees, military or civilian, regardless of their race, color, religion, sex (to include sexual harassment and pregnancy), national origin, gender identity, or sexual orientation as well as addresses other forms of harassment (bullying and hazing). Additionally for civilian employees; age (over 40), disability, genetic information, or retaliation for prior EO activity. My policy is that all Hanscom Air Force Base (HAFB) members be afforded a work environment that is free from discrimination and harassment. HAFB personnel reflect the diversity of our great Air Force, and it is everyone's responsibility to promote and maintain an environment free from unlawful discrimination and unlawful harassment. The use of severe or pervasive comments, jokes, gestures, displays, or other kinds of degrading behaviors will not be tolerated.
2. If you believe that you have been discriminated against or harassed based on one of the above protected categories, immediately report it to your chain of command or Hanscom's EO Office. I strongly encourage utilizing the chain of command to address and attempt to resolve issues at the lowest level. If allegations of discrimination or harassment occur, I expect managers and supervisors to promptly address the allegations and respond appropriately. Individuals who elect to file an EO complaint must report allegations of unlawful discrimination within 45 calendar days (civilian) or 60 calendar days (military) of the occurrence and provide allegations to the EO staff within 30 days of the initial intake interview.
3. The Anti-Discrimination and Retaliation Act of 2002 holds federal agencies accountable for violations of anti-discrimination and whistle-blower protection laws. Managers and supervisors must protect members who make complaints of discrimination or provide information related to such complaints from reprisal or retaliation. No one should fear reporting. In the event you perceive you have been reprisal against for taking part in EO activity, then please contact the EO office.
4. Sexual harassment is sexually related in language, gestures, coercion, or physical contact that the recipient deems unwelcome and is deliberate, repeated, unsolicited, and degrading. 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 a supervisor, Sexual Assault Response Coordinator (SARC), or the EO Office. Sexual harassment violates standards of integrity, the Uniform Code of Military Justice, and interferes with the ability to effectively accomplish the Air Force's mission.

REVOLUTIONIZING THE WARFIGHTER'S EDGE

5. 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 unlawful discrimination and unlawful harassment from occurring, provide employees with training, take immediate action to investigate and resolve all allegations, and take appropriate action when an allegation is substantiated. Furthermore, leaders should encourage the use of the Alternate Dispute Resolution (ADR) process.

6. Managers and supervisors at all levels are charged with taking an active role in educating our people, setting the example, and holding those in violation accountable for their actions. I have zero tolerance for unlawful discrimination, unlawful harassment, sexual harassment, and reprisal. This policy will be communicated during commander's calls/briefings, consistent with AFD, *Equal Opportunity* and DAFI 36-2710, *Equal Opportunity Program*.

7. It is my intent to ensure a workplace free from discrimination and harassment for all HAFB personnel. For more details regarding the EO program, please contact the EO Office at Commercial: (781) 225-6397 or DSN 845- 6397. Incidents of unlawful discrimination/harassment may also be reported to the Air Force Discrimination Hotline at 1-888-231-4058.

JORGE I. JIMENEZ, Colonel, USAF
Commander