



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY JOINT MUNITIONS COMMAND  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, IL 61299-6000

AMSJM-CG

07 MAR 2003

MEMORANDUM FOR JMC EMPLOYEES

SUBJECT: Command Policy for the Prevention of Unlawful Harassment...- Policy Memo #73

1. It is the policy of the Joint Munitions Command (JMC) that any form of illegal discrimination will not be tolerated. Harassment in the workplace violates federal law whether the discriminatory treatment is based on sex (whether or not of a sexual nature), race, color, religion, national origin, age of 40 or older, disability, or protected activity under the anti-discrimination statutes. Offensive conduct constitutes harassment if it alters the conditions of the victim's employment either by culminating in a tangible employment action or by being sufficiently severe or pervasive to create a hostile work environment.
2. It is the responsibility of all persons in a supervisory or command position to exercise their responsibility and to take reasonable care to prevent or promptly correct any harassment in the workplace before it rises to the level of a violation of federal law. All employees and warfighters have a responsibility to avoid the potential harm of harassment by using the complaint process or otherwise reporting the harassment before it becomes severe or pervasive. No employee or applicant for employment will be retaliated against for filing a complaint or reporting harassment.
3. Harassment of any kind is detrimental to the accomplishment of the JMC mission and to the morale of the JMC workforce. The spirit of our policy is to prevent harassment, thereby fostering a work environment conducive to maintaining the high level of readiness, professional behavior, and courtesy that marks JMC's commitment to excellence.
4. If you have any questions or need more information on this policy, contact Mr. Roy Moody, Chief, Office of Equal Opportunity, DSN 793-5127 or (309) 782-5127.

WADE H. MCMANUS, JR.  
Major General, USA  
Commanding