



DEPARTMENT OF THE ARMY
HUMPHREYS ENGINEER CENTER SUPPORT ACTIVITY
HUMPHREYS ENGINEER CENTER
7701 TELEGRAPH ROAD
ALEXANDRIA, VA 22315-3860

REPLY TO
ATTENTION OF:

9 AUG 1999

CEHEC-EO (690-700)

MEMORANDUM FOR ALL HECSA Personnel

SUBJECT: Director's Policy Statement on Equal Employment Opportunity and Sexual Harassment

1. As the Director of Humphreys Engineer Center Support Activity (HECSA), I fully support the Corps of Engineers policy on Equal Employment Opportunity and Sexual Harassment. It is my policy to:
 - a. Provide equal opportunity in employment to all employees and applicants for employment.
 - b. Prohibit discrimination in employment based on race, color, national origin, religion, sex, age and disabilities.
 - c. Promote the full realization of equal opportunity through a continuing affirmative program at HECSA.
2. Sexual harassment is a form of sex discrimination and it will not be tolerated in the workplace. Managers and supervisors are responsible for providing guidance to their employees on what constitutes sexual harassment. They must take every step necessary to ensure that sexual harassment is effectively prevented in the workplace. All employees have a responsibility in preventing sexual harassment by not engaging in any activity and practice. Any reports of sexual harassment will be dealt with quickly and resolved promptly.
3. The responsibility for ensuring equal opportunity, without discrimination, and an environment free of sexual overtones and harassment is one of the most important trusts of leaders and supervisors. It requires that we all remain dedicated to ensuring fairness within our units and organizations and that we handle reports of violations expeditiously and correctly.
4. I am confident in the full cooperation of all in supporting HECSA's policy of providing equal employment opportunity to all qualified employees and applicants for employment. It is my intention to put this policy into effect and actively enforce it.

CHARLES B. RAU
Director