COMMANDING GENERAL'S EQUAL EMPLOYMENT OPPORTUNITY AND ANTI HARASSMENT STATEMENT FOR CIVILIAN EMPLOYEES

All Marines and Civilian Marines of MCIWEST play an important role in the accomplishment of our mission and will be treated with respect. The Marine Corps' values of honor, courage, and commitment form the basis for how we conduct ourselves both at work and on liberty.

Civilian Marines, any form of discrimination is a direct violation of United States Federal Regulations. Discrimination undermines the Marine Corps mission and it will not be tolerated. All reported work place incidents of harassment, based on discriminatory factors such as: race, color, national origin, gender (both sexual and non-sexual), age, Genetic Information Nondiscrimination Act of 2008 (GINA), disability or religion and non-discriminatory factors, will be investigated in a timely manner. Appropriate disciplinary action will be taken against the individual or individuals who were found to have harassed or discriminated against a civilian employee. I hold supervisors and managers (military and civilian) of civilian employees responsible for providing a work environment free from harassment, based on discrimination and non-discriminatory factors.

Civilian Marines, I assure you that the confidentiality of any individual bringing a claim of harassment or discrimination will be maintained to the fullest extent possible, and they will be free from reprisal for raising such an issue. Alternate Dispute Resolution (ADR) options such as mediation or conciliation are available to resolve the conflicts in the work place.

If you are a **civilian employee** and believe that you have been discriminated against because of your race, color, religion, sex, age (over 40 years), national origin, disability, GINA or reprisal for prior EEO involvement, you may consult with an EEO counselor to resolve the matter. The matter must be brought to the attention of the EEO counselor **within 45 calendar** days from the date the alleged act occurred, the effective date of an alleged discriminatory personnel action or the date you knew or reasonably should have known that it occurred. If you wish to raise an issue of harassment, want information regarding EEO/discrimination in the work place and/or file an EEO complaint, or request ADR, please call (760) 725-3845.

The Marine Corps' history is built on the trust and teamwork shared between individual Marines and their leaders. The continued success of MCIWEST, the Marine Corps, and our great nation is dependent upon you and your commitment to all members of the team. One team, one fight!

Vincent A Coglianese

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