



REPLY TO
ATTENTION OF
CESPK-DE-O

DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, SACRAMENTO
CORPS OF ENGINEERS
1325 J STREET
SACRAMENTO, CALIFORNIA 95814-2922

JUL 09 2004

MEMORANDUM FOR All Sacramento District Employees

SUBJECT: District Commander's Policy Statement on Prevention of Sexual Harassment

1. Sexual harassment is defined in law and regulation as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is made a term or condition of a person's job, is used as a basis for career or employment decisions affecting a person, interferes with an individual's on-the-job performance or creates an intimidating, hostile or offensive working environment.
2. As District Commander, it is my personal conviction and official policy that sexual harassment in any form is unacceptable conduct by military and civilian personnel and will not be tolerated. It should be clearly understood by Sacramento District employees that we each have a personal responsibility for ensuring that we treat each other with respect.
3. Individuals who perceive that they are being sexually harassed by supervisors, co-workers, or peers should make it clear that such behavior is offensive and report the harassment to a supervisory official or the Equal Employment Opportunity Office. It is the responsibility of every leader, military and civilian, to examine allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively.
4. Supervisors and managers will ensure all of their employees are aware of this policy and management's responsibilities for taking appropriate action when necessary.


RONALD N. LIGHT
COL, EN
Commanding

CF:
All Official Bulletin Boards