



REPLY TO  
ATTENTION OF:

AETV-CAB

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 12TH COMBAT AVIATION BRIGADE  
ANSBACH ARMY HELIPORT, GERMANY  
APO AE 09177-8710

9 July 2013

MEMORANDUM FOR All 12<sup>th</sup> Combat Aviation Brigade (CAB) Military and Civilian Personnel

SUBJECT: 12<sup>th</sup> CAB Command Policy Letter 5, Prevention and Elimination of Unlawful Harassment in the Workplace

1. The Soldiers, civilian employees and contract personnel we work with and serve deserve to be treated with dignity and respect. This requires a work environment free of harassment. To create such an environment, we must ensure workplace policy, practices, and behavior is fair, professional and nondiscriminatory.
2. Workplace harassment is defined as unwelcome conduct based on age, color, gender, physical or mental disability, genetics, national origin, race, religion, or participation in a protected equal employment opportunity (EEO) activity. Workplace harassment, either explicit or implicit, will not be tolerated.
3. Commanders, managers and supervisors at all levels will remain vigilant, identify inappropriate behavior and work aggressively to eradicate harassment in any form before it becomes severe or pervasive. All complaints of harassment will be taken seriously.
4. Individuals who believe they have been the victim of workplace harassment are encouraged to report it for timely resolution. These individuals should contact the appropriate chain of command or servicing equal opportunity (military), EEO (civilian), legal, chaplain or personnel offices for prompt, thorough and impartial processing and investigation. Persons who claim to have been harassed or who provide information related to a claim of harassment will be protected from retaliation, and the confidentiality of their claims will be protected to the maximum extent possible.
5. All personnel will participate in EEO training on harassment to become familiar with their responsibilities in preventing harassment and to learn about the means available for addressing complaints; commanders and supervisors will ensure records of this training are maintained for individuals taking part.

WINGS OF VICTORY!

A handwritten signature in black ink, appearing to read "V. H. TORZA", with a long horizontal line extending to the right.

VINCENT H. TORZA  
COL, AV  
Commanding