

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy – Maintaining a Respectful Workplace

1. On 17 April 1990, the Secretary of the Army signed the Department of Defense Human Goals Charter based on the principle that each individual has infinite dignity and worth. I fully support the intent of the Human Goals Charter and expect soldiers and civilians within this command to do the same.
2. Soldiers and civilians have the right to work in an environment that promotes dignity and respect, an environment free of discrimination and sexual harassment. Acts of discrimination, intimidation, verbal abuse, and sexual harassment undermine unit cohesiveness, esprit de corps, and, ultimately, mission accomplishment. Each leader, supervisor, soldier, and employee is responsible for maintaining a healthy environment that fosters respect, cohesion, and pride in the unit.
3. Violent acts or threats of violence, even if intended as a joke or horseplay, will not be tolerated. Individuals engaging in violent or inappropriate behavior are subject to a full range of administrative, civil, and criminal sanctions. The following conduct is prohibited:
 - a. Physical assault such as hitting, pushing, holding, and impeding or blocking the movement of another person.
 - b. Written or verbal threats, indecent language, provocative speech or gestures, or intimidation.
 - c. Threatening, indecent, or provocative e-mail.
 - d. Willful damage to personal or government property.
 - e. Spreading libelous or reckless rumors.
4. I charge all leaders with setting the example in maintaining a respectful workplace and enforcing the highest standards of professional behavior.

MCXJ-CDR

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In addition, each person assigned to this command shares a responsibility to establish a positive working environment by treating each other with professionalism and respect.

THOMAS W. SMITH
Colonel, MC
Commanding

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