



DEPARTMENT OF THE ARMY
WILMINGTON DISTRICT, CORPS OF ENGINEERS
69 DARLINGTON AVENUE
WILMINGTON, NORTH CAROLINA 28403-1343

CESAW-ZA (800D)

6 March 2025

MEMORANDUM FOR ALL WILMINGTON DISTRICT EMPLOYEES

SUBJECT: Commander's Policy Letter No. 5 – Anti-Harassment

1. References:

- a. AR 600-20, Army Command Policy, 24 July 2020
- b. AR 690-12, Equal Employment Opportunity Programs, Appendix D – Department of the Army Anti-Harassment Policy Implementation Procedures

1. The Wilmington District is committed to promoting and maintaining a professional environment where all employees and applicants for employment are treated with dignity and respect. This commitment includes ensuring that this organization, at every level, provides a climate that is free of harassment of any kind, including hazing, bullying, discriminatory harassment, online misconduct, and other acts of misconduct.
2. This policy prohibits harassment of any kind, verbal, written, or physical conduct designed to threaten, intimidate, or coerce; that, in the employee's opinion, impairs his or her ability to perform their job. Each employee is expected to treat others with dignity and respect and maintain a work environment free from discrimination and harassment.
3. Harassment on the basis of the prohibited factors includes but is not limited to derogatory remarks or negative stereotyping in words or written materials (placed on walls or circulated in the workplace), threatening, intimidating or hostile acts that disparage or show hostility or aversion toward an individual or group because of their race, color, age (40 or older), sex (male, female, and pregnancy, childbirth, or related medical conditions; whether or not sexual in nature), religion, national origin, disability, reprisal, or genetic information (including family medical history).
4. Employees have a responsibility in the prevention of harassment by ensuring that they do not engage in any activity or practice that is offensive or creates a hostile environment for their co-workers based on the factors listed above. Employees who believe they are victims of harassment should make it clear that such behavior will not be tolerated and immediately report the incident to their chain of command. Employees who witness or become aware of harassing conduct directed at another employee should also report the matter to the management officials of the offending employee. All

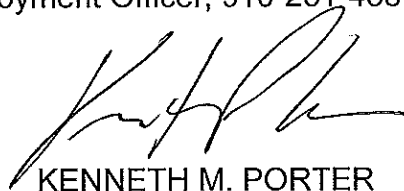
employees are expected to support this policy and do their part in creating and maintaining a positive environment that protects and preserves human dignity.

5. Managers and supervisors are responsible for maintaining a workplace of trust and respect for human dignity in which harassment of any kind will not be tolerated. They should provide guidance to their employees on what constitutes harassment and how they may seek to remedy it. This would include informing the next higher level of management or contacting the Equal Employment Opportunity (EEO) Office, or Anti-harassment Coordinator. They must ensure that every reported allegation of harassment is investigated promptly and thoroughly, and corrective action taken if warranted.

6. A supervisor or management official who receives notice of an allegation or witnesses any harassing conduct will contact their servicing Office of Counsel and Labor Management Employee Relations within 1 business day for guidance on the appropriate type of inquiry and response necessary to promptly address and resolve the matters at issue. Managers and supervisors will address all allegations in a swift, fair, and effective manner.

7. I fully expect all members of the Wilmington District to create and maintain an environment where everyone is treated professionally and with respect as we accomplish our mission.

8. The point of contact is the Equal Employment Officer, 910-251-4887.

A handwritten signature in black ink, appearing to read 'Ken Porter', is written over the printed name.

KENNETH M. PORTER
LTC, EN
Acting Commander