# COMMANDING GENERAL'S EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT FOR CIVIILAN EMPLOYEES



All Marines and Civilian Marines of Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) serve 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 off duty. Equal Employment Opportunity covers all personnel/employment programs, management practices, and decisions, including, but not limited to, recruitment, hiring, promotions, transfers, reassignments, training and career development, benefits, and separations.

Any form of discrimination is a direct violation of the United States Federal Regulations. Discrimination undermines the Marine Corps' mission and will not be tolerated. All reported workplace incidents of harassment, based on discriminatory factors such as race, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), age (40 and over), religion, genetic information (including family medical history), disability (physical and mental), and reprisal for prior Equal Employment Opportunity (EEO) involvement or non-discriminatory factors will be investigated in a timely manner. Reprisal against anyone who engaged in a protected activity will not be tolerated. The command supports all employees in the exercise of their rights under the civil rights statutes. Appropriate disciplinary action will be taken against the individual or individuals who are found to have harassed or discriminated against an employee. I hold supervisors and managers (military and civilian) of civilian employees responsible for providing a work environment free from harassment, based on discriminatory and non-discriminatory factors.

I assure you that the confidentiality of any individual bringing a claim of harassment or discrimination will be protected to the fullest extent possible, and they will be free from reprisal for raising such a claim. ADR options such as mediation, conciliation or conflict coaching are available to resolve conflicts in the workplace. I highly encourage you to utilize ADR to resolve conflicts at the lowest possible level.

This Policy covers appropriated and non-appropriated fund employees. If you are a civilian employee and believe that you have been discriminated against because of your race, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), age (40 and over), religion, genetic information (including family medical history), disability (physical and mental), and 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 after 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 want to file an EEO complaint, request ADR, or request a reasonable accommodation for your disability, for non-appropriated fund employees please call (760) 725-9810, and appropriated fund employees please call (760) 725-3845.

On July 6, 2023, the Pregnant Woman's Fairness Act was signed into law. This Act required agencies to provide reasonable accommodations to an employee's or applicant's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer undue hardship. Employees or applicants requiring accommodations under this new law should contact their supervisor or an EEO counselor.

The Marine Corps' legacy is built on trust and teamwork. The continued success of MCIWEST-MCB CAMPEN, the Marine Corps, and our great nation is dependent upon you and your commitment to all members of our military and civilian team. People perform their best when they are valued by the organization.

29 MAY 26
Date

N. I. BROWN
Brigadier General, U. S. Marine Corps
Commanding General
Marine Corps Installations West-Marine Corps Base,
Camp Pendleton