



**MARINE CORPS AIR STATION YUMA
COMMANDING OFFICER
EQUAL EMPLOYMENT OPPORTUNITY
AND ANTI-HARASSMENT POLICY
FOR CIVILIAN EMPLOYEES**



All Marines and Civilian Marines of Marine Corps Air Station Yuma, Arizona 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, merit promotion, transfer, reassignments, training and career development, benefits, and separation.

Any form of discrimination is a direct violation of 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. I assure you appropriate disciplinary action will be taken against any individual found to have harassed or discriminated against a civilian employee. I hold supervisors and managers (military and civilian) of civilian employees responsible for providing a work environment free from harassment.

The confidentiality of any individual bringing a claim of harassment or discrimination will be fully protected and they will be free from reprisal for raising such a claim. Alternate Dispute Resolution (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 your conflict 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, religion, sex, age (over 40 years), national origin, disability, genetic information, or reprisal for prior Equal Employment Opportunity (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 wish to report harassment, want to file an EEO complaint, request ADR, or request a reasonable accommodation for your disability, please call (760) 725-3845. You can also contact the Human Resources Office to request ADR for any type of workplace conflict, and the contact number is (928) 269-3419.

The Marine Corps' history is built on trust and teamwork. The continued success of Marine Corps Air Station Yuma, the Marine Corps, and our great nation is dependent upon you and your commitment to all members of our military and civilian team.

03 May 2025

Date

A handwritten signature in black ink, appearing to read "Jared K. Stone".

Jared K. Stone

Colonel, U.S. Marine Corps

Commanding Officer

Marine Corps Air Station Yuma