



Equal Opportunity/Sexual Harassment

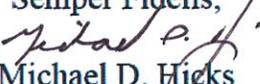
Every MACS-4 Marine and Sailor deserves the opportunity to achieve their full potential and has an absolute right to be treated with dignity and respect. Discrimination and harassment, in any form, erodes trust within the organization and degrades readiness. Our individual diversity should never be a source of division, but a source of strength that can make us a stronger war-fighting organization.

Sexual harassment is a form of discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature. Commanders, supervisors, managers, and all others in leadership positions will neither tolerate nor fail to correct sexual harassment by their subordinates, nor will they allow the existence of hostile work environments.

All incidents and complaints will be investigated thoroughly. Offenders will be held accountable through administrative and disciplinary action that may result in service separation. A few examples of discrimination and harassment include:

- Ethnic, religious, or gender related jokes
- Illegal use of electronic e-mail to send disrespectful or inappropriate comments
- Unfair treatment with regards to promotions and awards
- Verbal, non-verbal or physical behaviors associated with sexual harassment in any way.

I expect anyone who encounters or observes acts of discrimination or harassment to take appropriate action. Every attempt should be made to resolve discrimination complaints at the lowest possible level using the Informal Resolution System. However, if this cannot be accomplished, the Request Mast procedure will be the preferred method for formal complaints. I will ensure all reports of discrimination are expeditiously and fairly investigated and resolved. Reprisals, intimidation, or any further harassment related to such complaints will not be tolerated. The MACS-4 Equal Opportunity Representative is available if you have any questions concerning equal opportunity.

Semper Fidelis,

Michael D. Hicks
Commanding Officer
Marine Air Control Squadron 4