

COMMANDING GENERAL'S EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT



I am fully committed to the principles of Equal Employment Opportunity (EEO) and to provide a work environment that is free of discrimination, harassment or reprisal. Everyone has the inherent right to courtesy, dignity and respect. My goal is to create an environment where employees learn, grow, and achieve the highest levels of professionalism. Leadership will not tolerate decisions founded on prohibited discrimination, harassment or reprisal.

Federal employees, applicants for employment and former employees have the right to file complaints of unlawful discrimination, harassment (sexual and non-sexual) on any of the bases protected by EEO laws, to include reprisal for previous EEO activity. In order to initiate the EEO complaint process (29 CFR Part 1614), individuals must contact an EEO counselor or official from the Marine Corps Installations East/Marine Corps Base Camp Lejeune's EEO office (Building 233, F-Street) within 45 calendar days of the action or practice alleged to be discriminatory, the effective date of the alleged discriminatory personnel action, or the time aggrieved persons become aware of the alleged discriminatory action or practice. Federal employees are highly encouraged to use Alternative Dispute Resolution (ADR) to resolve individual complaints of discrimination. You can find additional information on EEO laws, the complaint process, and ADR on unit bulletin boards found near your workspaces.

Operational excellence, readiness, standards, dignity and respect are the principles of "What Matters to Us" as the world's greatest fighting force. In line with "What Matters to Us" as members of the II MEF family, everyone has the responsibility to take care of each other. I encourage all members of this command to resolve issues at the lowest levels through discussion, problem-solving and clarifications of issues. I charge leaders, managers, and supervisors at all levels to initiate prompt and impartial inquiries of all allegations, upon knowledge or notification, and to resolve all issues quickly, swiftly and effectively. Violators of this policy will be held accountable. EEO is essential to good order, morale and discipline and discipline maximizes II MEF's ability to accomplish the mission.

Leaders will issue this policy statement to all newly appointed employees and supervisors and ensure personnel under their control understand this policy. I challenge everyone to join me in making II MEF a leader in equal employment opportunity. We must strive for excellence. Adherence to EEO principles exemplifies prudent leadership.

A handwritten signature in black ink, appearing to read "R. F. Hedelund". The signature is fluid and cursive, written over a white background.

R. F. Hedelund

Lieutenant General, U.S. Marine Corps
II MEF Commanding General