



**MWHS-2 Policy on Equal Opportunity, Equal Employment
Opportunity, and Sexual Harassment**

1. Marine Wing Headquarters Squadron Two (MWHS-2) provides administrative, training, logistical, and operational support to the 2d Marine Aircraft Wing Headquarters and ensures the effective and efficient functioning of the Wing. To do this, and protect the health of our Marine Corps, we must maximize the performance and readiness of every Marine and Sailor in our squadron.
2. Therefore, an act of discrimination, including sexual harassment, is contrary to our imperatives, our Core Values, and erodes our unit cohesion. For military members, any form of discrimination based on age, color, gender, race, religion, national origin, or sexual orientation is prohibited. Military members should give their chain of command the opportunity to resolve their issues through the Informal Resolution System before filing an Equal Opportunity complaint. The preferred method for filing a formal complaint is the request mast process.
3. For federal employees, any form of discrimination based on race, color, religion, age, national origin, gender, disability (mental and physical), sexual orientation, genetic information, or reprisal is prohibited. Federal employees are encouraged to use the Alternative Dispute Resolution process to resolve their individual complaints. For formal complaints, federal employees must initiate the 29 CFR Part 1614, Equal Employment Opportunity (EEO) Complaint Process, by contacting an EEO counselor or official in the installation EEO office within 45 calendar days of the action or practice alleged to be discriminatory.
4. Sexual Harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other physical and verbal conduct of a sexual nature made implicitly or explicitly to intimidate or create a hostile or offensive work environment.
5. Reprisal, intimidation, or further harassment related to a complaint will not be tolerated under any circumstances. Any military member that takes action against an individual making a complaint will be held accountable under the Uniform Code of Military Justice.
6. I expect anyone who encounters or observes acts of discrimination or sexual harassment to take appropriate action. Assistance is available through your respective unit Equal Opportunity Representative.

W. R. DELORENZO
Commanding Officer, MWHS-2