



SECRETARY OF THE AIR FORCE  
WASHINGTON

JAN 8 2016

MEMORANDUM FOR DISTRIBUTION C  
ALMAJCOM-FOA-DRU

SUBJECT: Equal Opportunity (EO) and Non-Discrimination Policy Memorandum

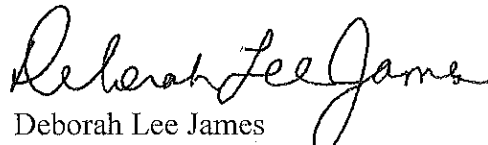
The welfare of our Airmen, military and civilian, is my most important priority, and I am fully committed to ensuring each Airman is provided the dignity and respect he/she so rightfully deserves. Air Force policy is simple: Unlawful discrimination, sexual harassment, or harassment of any kind will not be tolerated or condoned by anyone. Additionally, at no time should any reprisal action be taken against any member or employee who participates in an EO process or discloses possible EO or harassment violations. Any Airman who violates this policy may be subject to discipline.

Unlawful discrimination against civilian Airmen entails failing or refusing to hire or promote, discharging, or otherwise discriminating against any individual with respect to compensation, terms, conditions, or privileges of employment because of a person's race, sex (including pregnancy, gender identity, and sexual orientation), color, religion, national origin, age, genetic information, disability, or prior EO activity. In the military EO context, discrimination is any unlawful action that denies equal opportunity to persons or groups based on their race, color, sex, national origin, religion, or sexual orientation.

Commanders at all organizational levels will be held accountable for creating a workplace free of unlawful discrimination and unlawful harassment and will communicate this policy using commander's calls/briefings and Installation Commander's (IC) and Secretary of the Air Force (SecAF) policy memos, consistent with AFD 36-27, Equal Opportunity and AFI 36-2706, Equal Opportunity Program, Military and Civilian.

Incidents of unlawful discrimination or unlawful harassment may also be reported to the Air Force Discrimination Hotline at 1-888-231-4058, or the National Guard Bureau's EO Hotline at 703-607-5462 or 1-800-371-0617.

The Air Force's greatest asset is the diversity of our people. I expect all Airmen to maintain the highest standards of personal and professional conduct at work, home and abroad, and I will accept nothing less.

  
Deborah Lee James  
Secretary of the Air Force

Attachment  
Additional SecAF Equal Opportunity Guidance

## ATTACHMENT

### ADDITIONAL SECRETARY OF THE AIR FORCE EQUAL OPPORTUNITY GUIDANCE

1. Sexual harassment may include sexual jokes and comments, sexual propositions, comments about a person's body parts, uninvited physical contact, and any sexual picture or statement communicated through computer systems, telephones, and/or social media. Harassing conduct, regardless of whether the conduct violates EO law, will not be tolerated. Immediate and appropriate corrective action (including disciplinary action, if appropriate), will be used to eliminate harassing conduct.
2. Unlawful harassment includes creating an intimidating, hostile working environment for another person on any of the above stated bases. Unlawful sexual harassment includes unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, particularly when submission to such conduct is made directly or indirectly a term or condition of employment, or when an employment decision is based on the person's submission to or rejection of such conduct.
3. Workplace disputes should be resolved promptly and at the lowest possible level. Civilian Airmen who believe they have been subjected to unlawful discrimination or unlawful harassment should report it promptly to their supervisor or their local EO office. Military Airmen who believe they have been subjected to unlawful discrimination or unlawful harassment should attempt resolution at the most appropriate level within the chain of command. If a superior, military or civilian, is alleged to have engaged in the offending conduct, the report should be made promptly to the next level or the local EO office. Civilian Airmen also have available an avenue of redress regarding harassment through the negotiated or agency grievance processes within their civilian personnel office or with the Inspector General at their installations.
4. It is the duty of each commander to: (1) post within their unit the Installation Commander and SecAF policy memos regarding unlawful discrimination and unlawful harassment; (2) ensure all Airmen, military and civilian, under their supervision are aware of this policy and know they should report violations without fear of reprisal or retaliation; (3) ensure complaints are properly investigated; (4) take appropriate corrective action when a violation is found; and (5) provide their local EO office a written memorandum regarding EO issues worked within the unit, to include commander-directed investigations.
5. In order to facilitate healthy work and living environments, commanders shall conduct organizational climate assessments utilizing the Defense Equal Opportunity Management Institute (DEOMI) Organizational Climate Survey (DEOCS).