



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA**

MEMORANDUM FOR ALL 633 ABW – UNLIMITED
ALL ASSOCIATES/TENANTS - UNLIMITED

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

1. The 633d Air Base Wing at Joint Base Langley-Eustis is uniquely postured as one of the Department of Defense Joint Base Installations. As such, it is imperative that we all create and maintain an environment that promotes mutual respect and dignity for our diverse workforce at all levels. Unlawful discrimination, sexual harassment, or harassment to include hazing and bullying of any kind will not be tolerated or condoned by any member of this installation, either military or civilian. Furthermore, any member who participates in an EO process or discloses possible EO violations at any time should not be reprimed against. Any member of this installation who violates this policy may be subject to discipline.
2. Unlawful discrimination against civilians includes, but is not limited to, failing or refusing to hire or promote, removing, 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 Equal Opportunity activity. With respect to active duty military members discrimination includes, any unlawful action that denies equal opportunity to persons or groups based on their race, color, sex (including sexual harassment), national origin, religion, or sexual orientation.
3. Commanders and Directors at all organizational levels will be held accountable for creating a workplace that fosters an environment free from unlawful discrimination, sexual harassment, hazing and bullying. Commanders, military and civilian leaders will promptly address and eliminate any of these workplace issues that erode our wellbeing. This policy will be communicated through commander's calls and/or briefings and policy memorandums consistent with AFI 36-2710, Equal Opportunity Program.
4. Discrimination and harassment are demeaning to the diverse collection of our people. Equal Opportunity is a readiness issue and I expect everyone to take individual responsibility to support and enforce the "Zero-Tolerance" policy when it comes to unlawful discrimination and harassment. This letter serves as the EO policy for this installation; however, it does not preclude commanders from issuing their own internal policies that promote and adhere to the principles of EO. If you need assistance, contact the 633 ABW EO office at (757) 764-5877 (Langley) or (757) 878-3727 (Ft Eustis).

MATTHEW R. ALTMAN, Colonel, USAF
Installation Commander