



Colonel Joseph E. Galvin  
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## POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

**Standard.** Headquarters and Support Battalion is absolutely committed to providing equal opportunity in employment for all persons; to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, or physical or mental disability, or genetic information, or reprisal; and to promote the full realization of equal opportunity through continuing affirmation efforts. Every employee deserves great leadership and they must be treated with the infinite worth, dignity, and respect they deserve. We endorse the principles of Equal Employment Opportunity (EEO) and expect all leaders to integrate these principles in all personnel actions. Decisions founded on prohibited personnel practices, preferential treatment, bias, prejudice, discrimination, harassment or reprisal will not be tolerated in this command. EEO is essential to good order, morale, discipline and combat readiness.

**Complaint Process.** All Federal employees, applicants for employment, and former employees have the right to file complaints of discrimination or unlawful harassment based on race, color, sex, religion, national origin, age, physical or mental disability, genetic information, or reprisal. Aggrieved persons must contact an EEO counselor or official within their command to initiate pre-complaint procedures. SECNAVINST 5800.13 addresses the use of Alternative Dispute Resolution and MCO 12713.6A details the informal and formal complaint processes.

**Action.** When complaints arise, we must work together to resolve them swiftly, quickly and effectively starting at the lowest level possible. Management officials will initiate prompt, thorough, and impartial inquiries of all allegations upon knowledge or notification. If management finds that discrimination, sexual, or unlawful harassment and/or reprisal has occurred, they will take immediate action to stop and eradicate any discriminatory, harassing, or retaliatory actions and report accordingly.

**Bottom Line.** The goal is personal and professional excellence through a culture of EEO within our workforce.

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