



Colonel Joseph E. Galvin
Commanding Officer
Headquarters and Support Battalion
Marine Corps Installations-East
Marine Corps Base, Camp Lejeune



PROHIBITED ACTIVITIES AND CONDUCT POLICY

Standard. The diverse nature of the Marines and families in Headquarters and Support Battalion is what makes us strong and able to accomplish the mission. Headquarters and Support Battalion is committed to Equal Opportunity for all members of this command regardless of race, color, religion, gender (to include pregnancy), sexual orientation, or national origin. In this diversity we will treat each other with dignity, mutual respect, and professionalism. This standard sets the conditions for our continued success as a unit, family, and as individuals.

Responsibility. Hazing, Bullying, Harassment, Sexual Harassment, Wrongful Distribution or Broadcast of Intimate Images, Dissident and Protest Activity, and Prohibited Discrimination are counterproductive to mission accomplishment, as they minimize and undermine a unit's morale, good order and discipline, and overall readiness. Equal Opportunity is everyone's responsibility, regardless of rank or position. We charge each of you, as leaders, to take immediate and appropriate action when any form of prohibited activity and conduct is brought to your attention.

Conflict Management. Conflict Management is the most preferred method in resolving most complaints of prohibited activities and conduct. This method should be used, whenever possible, to resolve interpersonal conflicts in the workplace at the lowest appropriate level. Seeking sexual favors in return for favorable evaluation, making supervisory decisions based on race, color, national origin, religion, sex (including pregnancy), gender identity, or sexual orientation; unwanted sexual contact, unlawful distribution or broadcasting of an intimate image, and hazing are behaviors excluded from being eligible for Conflict Management.

Complaint Process. To initiate a complaint, members may communicate with their chain of command or designated representative (Equal Opportunity Representative), the Equal Opportunity Advisor, the Command Inspector General, NCIS or anonymous tip line. Any member who engages in, or fails to report or prevent, any form of prohibited activities and conduct may be subject to appropriate disciplinary actions. Reprisal or acts of retaliation, to include intimidation or ostracism, related to a complaint will not be tolerated and are also subject to disciplinary or administrative action. The Command Inspector General's Office is the avenue of redress for those who believe they have been the subject of reprisal or retaliation actions.

Action. I am fully committed to providing equality of treatment and opportunity for each Marine assigned to H&S Battalion, and I expect each of you to demonstrate that same level of commitment. Leaders at all levels will promote fair and impartial treatment, and will take appropriate action to prevent, educate, and, when appropriate, hold accountable those who do not adhere to Marine Corps Policy.

Bottom Line. Headquarters and Support Battalion will have a command climate were excellence, professionalism, and teamwork will thrive in an environment free of any discrimination or other prohibited activities and conduct.

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