



# UNITED STATES MARINE CORPS

HEADQUARTERS AND SUPPORT BATTALION  
SCHOOL OF INFANTRY EAST  
TRAINING COMMAND  
PSC BOX 20161  
CAMP LEJEUNE, NORTH CAROLINA 28542-0161

IN REPLY REFER TO:  
1000  
1HSB  
11 Jul 14

## POLICY LETTER 1-14

From: Commanding Officer  
To: Distribution List

Subj: HEADQUARTERS AND SUPPORT BATTALION EQUAL OPPORTUNITY POLICY

Ref: MCO P5354.1D w/ch1

1. Purpose. To establish the method by which Headquarters and Support Battalion will execute the requirements contained within the reference.
2. Cancellation. BnPol 1-13
3. Background. One of the most important contributors to over 239 years of Marine Corps success, in war and in peace, is trust. Trust is the foundation of our esprit de corps and manifests itself in two ways. The first is the trust we have in each other - that the Marine, Sailor, or Civilian to our left and right is fully willing and able to stay the course, do what's right, and accomplish the mission. Equally important is the trust we have in the institution - that those individuals in our chain of command will acquit themselves in a fashion worthy of their office and will treat each individual with the dignity, respect, and fairness he or she deserves - without regard to race, color, religion, gender, age, or national origin. Trust is the first casualty of discrimination and sexual harassment.
4. Policy. Equal Opportunity is not a new idea or concept. It is the straightforward azimuth we will follow within Headquarters & Support Battalion: Give every other human being every right you claim for yourself. Discrimination and sexual harassment will not be tolerated within Headquarters and Support Battalion, and I am committed to providing every Marine, Sailor, and Civilian employee a work environment free from discrimination, including sexual harassment.
  - a. Those who would violate our core values by participating in or advocating discriminatory behavior are attacking our unit cohesion and eroding our ability to accomplish our mission. This type of behavior **IS NOT TOLERATED.**
  - b. Equal opportunity is a leadership issue and it is the responsibility of every member of this battalion who witnesses discriminatory or harassing behavior to take appropriate action to stop the activity and to immediately report it to your chain of command.
  - c. Any individual who has a complaint can be guaranteed that it will be handled confidentially, investigated immediately, and resolved appropriately - without fear of reprisal, intimidation, or retaliation. My recommendation is that issues are first addressed and attempted to be resolved at the lowest level possible by using the Informal Resolution System. However, if a formal complaint arises; Request Mast is the preferred method to handle it.