



DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, OMAHA DISTRICT  
106 SOUTH 15TH STREET  
OMAHA, NEBRASKA 68102-1618

REPLY TO  
ATTENTION OF:

CENWO-EE

2 November 2001

COMMANDER'S POLICY MEMORANDUM # 8

SUBJECT: Omaha District Policy on Cultural Awareness and Sensitivity

1. As Commander of the Omaha District, I want to emphasize the importance of maintaining a work environment that is professional, dignified and above reproach. The vast majority of employees in this District behave in an exemplary manner. However, it takes only one employee's unchecked inappropriate conduct to create a hostile, offensive workplace.
2. The information age has made our world a much smaller place, and often puts us in contact with different cultures and lifestyles. We must be sensitive to each other's differences. Regardless of your personal views, professionalism requires that we treat all persons, regardless of race, age, gender, sexual orientation, color, religion, national origin, or disability, with dignity and respect.
3. I expect each of us to exhibit ZERO tolerance towards offensive actions, racial slurs, epithets or otherwise denigrating comments made towards or about others. I expect you to speak out at the appropriate point and stop the behavior. Repeated or extremely egregious comments are a flagrant disregard of this policy and may rise to the level of unlawful harassment and merit disciplinary action. Such comments should be reported to your supervisor or the EEO Office Harassment Hot Line (402) 221-3912.
4. The following types of materials are inappropriate in the workplace:
  - a. Pornographic or other inappropriate sexual images.
  - b. Jokes, music, photos, cartoons or other written materials which advocate violence or disrespect, denigrate or show hostility or aversion to any group based on their race, age, gender, sexual orientation, color, religion, national origin, or disability.
  - c. Pens, pencils, coffee mugs, clothing or other such articles that display offensive, inappropriate printing.
  - d. Brochures and other materials published by hate groups.

DO NOT use computers or fax machines to send or receive any of the above. DO NOT use copy machines or cameras to reproduce any of the above. DO NOT place any of the above on walls, bulletin boards, on or in desks, file cabinets, work spaces or in any other way store or circulate in

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the workplace. Non-compliance with this policy can warrant disciplinary action for a first offense.

5. If you come across any of the above materials in the workplace or receive an inappropriate e-mail, the following actions are appropriate:

a. E-mail from outside the District: Delete and reply to sender that such materials are inappropriate and you do not want such e-mails. If the e-mails continue, call Information Management at (402) 221-3036 for assistance in blocking future e-mails from that address.

b. E-mail from within the District: Report to your supervisor or the EEO Office, (402) 221-3912.

c. Pictures, written or printed materials: (1) remind the owner of the District's policy and ask them to remove the offending materials; (2) report materials not removed within one day to your supervisor or other management official; and (3) if materials are still not removed, write or call the EEO Office at (402) 221-3911. It is not necessary to give your name, but you must indicate the type and exact location of the offensive materials.

6. Supervisors, it is your responsibility to assure implementation and adherence to this policy. You are to monitor your work site by randomly walking around, talking to your employees and observing computer screens, desks and work areas, etc. Hold yourself to the highest standard. I expect you to discuss this policy at a staff meeting, showing your full support of this policy and your intent to appropriately discipline any infringement. You are responsible for assuring new employees (to include temporary, summer and student hires) are aware of this policy within one week of employment.

7. To all, I appreciate your support and commitment to ensuring our work environment is one where everyone has a sense of belonging, and fosters mutual respect for the diversity and professional talents and abilities of each member of our organization.

8. This policy statement will be published and placed on all official bulletin boards and will be incorporated into orientation packets for new employees.



KURT F. UBBELOHDE

Colonel, EN  
Commanding

DISTRIBUTION:

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