



PROHIBITED ACTIVITIES AND CONDUCT POLICY STATEMENT

**HEADQUARTERS AND SERVICE BATTALION
FLEET MARINE FORCE, ATLANTIC
MARINE FORCES COMMAND, MARINE FORCES NORTHERN COMMAND**

Headquarters and Service Battalion (HQSVCBN) operates on a bedrock of two inviolable principles: uphold our core values of Honor, Courage, and Commitment and accomplish the mission by supporting our Marines, Sailors, civilian personnel and families. This requires developing and sustaining a professional environment free from discriminatory practices, harassment, hazing, inappropriate conduct, and otherwise unprofessional behavior.

Prohibited activities include sexual harassment, prohibited discrimination, harassment, hazing, bullying, dissident and protest activities, and wrongful distribution or broadcasting of intimate images. Leaders at all levels will emphasize the importance of Equal Opportunity and foster a command environment of inclusiveness and acceptance.

If a member of this command has a complaint, our leaders will address the complaint in accordance with MCO 5354.1F. All members are encouraged to use their chain of command to resolve issues at the lowest level, or through communications with the Equal Opportunity Representative (EOR), or the Equal Opportunity Advisor (EOA). Members also have the option of making a formal complaint, through the EOR or EOA utilizing the NAVMC 11512 Complaint Form.

Any member retaliating against a complainant may be disciplined under the Uniform Code of Military Justice. Similarly, anyone who knowingly makes false accusations of prohibited activities and conduct may be subject to administrative and/or disciplinary action.

We must all do our part to foster an inclusive, professional environment. HQSVCBN relies upon you to accomplish the mission and preserve our core values. If you have any questions about this policy statement, please contact the EOR or the EOA at 757-836-1569.

D. T. CELOTTO
Colonel, U.S. Marine Corps