



## **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 harassment (including sexual harassment), unlawful discrimination, and abuse (specifically: hazing, bullying, ostracism, and retaliation), wrongful distribution or broadcasting of intimate images, and certain dissident and protest activity (to include supremacist activity). 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 Request Mast procedures.

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.

A handwritten signature in black ink, appearing to read 'G. M. Hermès', written over a white background.

**G. M. HERMÈS**  
**Colonel, U.S. Marine Corps**