



Headquarters & Headquarters Squadron Commanding Officer's Policy Statement on

Prohibited Activities and Conduct Prevention and Response



The ability of H&HS Beaufort to perform its mission is directly related to the fair and equitable treatment of its members. Prohibited activities and conduct (PAC) are defined as harassment (to include sexual harassment), unlawful discrimination, abuse (specifically hazing, bullying, ostracism, and retaliation), wrongful distribution or broadcasting of intimate images, and certain dissident and protest activity (such as supremacist activity). These activities and conduct undermine morale, reduce combat readiness, and prevent maximum utilization and development of the Marine Corps' most vital asset: its people. They also undermine our Nation's trust and confidence in us as a fighting force and will not be tolerated by this command or its leadership. H&HS is committed to maintaining a culture of dignity, respect, and trust in which all members of the organization are afforded equal treatment and the opportunity to achieve their full potential based solely upon individual merit, fitness, intellect, and ability. Each person, regardless of age, color, national origin, race/ethnic group, religion, sex (including gender identity), or sexual orientation deserves to be treated with dignity and respect.

I am committed to fostering an environment with fair, impartial, and unbiased treatment of all. I demand this attitude throughout this command. It is my legal and moral obligation to provide an environment in which no one's success is limited by the prejudices of another. Simply stated, Marines and Sailors within this command will not conduct themselves in any manner listed below:

- **Harassment (to include sexual harassment)** - Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any form of harassment is incompatible with our Core Values of Honor, Courage, and Commitment, and will not be tolerated.
- **Unlawful discrimination** - Discrimination is the illegal treatment of a person or group based on age, color, national origin, race/ethnic group, religion, sex (including gender identity), or sexual orientation. As stated above, merit, fitness, intellect, and ability are the only means by which all shall be judged. There is no room for those that carry prejudice.
- **Abuse (specifically hazing, bullying, ostracism, and retaliation)** - Examples of inappropriate or discriminative treatment are: hazing; disguised rites of passage rituals of a Marine; racial ethnic, religious, or gender-related jokes; illegal use of electronic means to send disrespectful or inappropriate comments; disparate treatment of opportunities such as promotions, awards, or MOS accountability based on race, color, religion, gender, age, or national origin; and reprisal against a Marine for reporting discriminatory practices. These activities are unacceptable.
- **Wrongful distribution or broadcasting of intimate images** - In our electronic age, the ease of picture taking and transmittal has made the distribution of images prevalent. Let it be known, taking a picture of someone without their consent is wrong. Furthermore, transmitting that image (especially if it has been altered in a disparaging manner) can cost you your career. Additionally, even if you had the consent of the subject in a picture at the time of taking it, transmitting it (as is the case in examples of "revenge porn") is a crime.
- **Dissemination of certain dissident and protest activity (such as supremacist activity)** - Participation in supremacist activities in any fashion goes against every tenet of what it means to be a Marine. If you possess these thoughts, I recommend that you seek counsel to find a new path in life. If you act on these feelings in any way, you will face consequences.

Anyone who experiences or observes any of the aforementioned acts must take appropriate action. If you feel you are a victim of the above, you are encouraged to try and resolve the situation at the lowest level possible. If the results are unsatisfactory, I expect you to elevate them with your chain of command.

Semper Fidelis,


Anthony A. Tillelli

Lieutenant Colonel, U.S. Marine Corps



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Violence Prevention

It is the H&HS policy to promote a safe environment for its Marines and Sailors. This unit is committed to working with all members to maintain a work environment free from acts of harassment, intimidation, threats of violence, and other disruptive behavior. While this kind of conduct is not pervasive within our unit, no unit is immune.

Every organization may be affected by disruptive behavior at one time or another. Harassment, intimidation, threats, violence and other disruptive behavior in our workplace will not be tolerated; reports of any of these types of activities will be taken seriously and will be dealt with appropriately, including reporting to law enforcement authorities. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

If a Marine, Sailor, or civilian makes a threat and/or commits an act of intimidation or violence that is substantiated by an appropriate law enforcement agency, the command will take appropriate action using the full range of options available.

We need your cooperation to implement this policy effectively toward maintaining a safe working environment. Do not ignore warning signs/indicators of potential violence or harassing, intimidating, violent, threatening, or other disruptive behavior. If you observe or experience such behavior by anyone on the installation, whether he or she is a unit member or not, report it immediately to a leader, supervisor, manager, Provost Marshal's Office, or Naval Criminal Investigative Service's Threat Management Unit. Leaders, supervisors, and managers who receive such reports shall seek advice from the Violence Prevention Officer (VPO), MSgt Aycox at 843-228-6609 regarding conducting an inquiry into the situation and initiating appropriate action.

Threats that require immediate law enforcement involvement, assaults, and other suspected crimes, shall be reported immediately to PMO at 843-228-6161 or 911.

I will support all efforts made by leaders, supervisors, and managers in dealing with harassing, intimidating, threatening, violent, or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively. If you have any questions about this policy statement, please contact the unit VPO.

Semper Fidelis,

Anthony A. Tilelli
Lieutenant Colonel, U.S. Marine Corps



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Safety



Safety begins and ends with **operational excellence**, engaged **leadership** and the consummate **professional**. These are the essential elements inherent within a successful organization. I expect visible leadership at every level to provide the energy, focus and dedicated purpose necessary to elevate and maintain these essential elements for our success. There is no task in this squadron so important that it must be executed at the expense of safe and sound operating procedures. Headquarters Marine Corps guidance conveys this very clearly:

- Managing risk requires the commitment and buy-in of all personnel to be truly successful.
- Safety **MUST NOT** be compromised for expediency or convenience; it must be ingrained to accomplish the mission.
- Every Marine and Sailor within a Command is empowered to resolve safety issues.
- Identify hazards and take actions to correct them; if it is outside of your level of control, notify your chain of command.
- Aggressively challenge the actions of others if unsafe conditions become apparent.
- You are a United States Marine/Sailor - live, work, and fly to that standard.

This policy letter applies in the air, on the ground, as well as on and off duty. In our business, even the slightest misstep in professional behavior can have disastrous affects. Our responsibility is to ensure mission success while serving as a good stewards for all of the people and equipment entrusted to us.

My safety policy is built on four pillars and must be applied at all times for us to ensure success:

- **Professionalism** — Display a professional attitude and demeanor; seek a solid foundation of professional behavior on and off duty. A professional approach to everything we do is a prerequisite to sound and safe practices.
- **Education** — Know and abide by established rules and procedures. Ignorance is not an excuse. The responsibility of teaching and training begins with the commander and extends to every member of this squadron.
- **Involvement** — All hands must recognize that they have a vested interest in this program, understand their individual role, and conduct themselves professionally. Know and respect your limitations. Know and respect the limitations of others. This requires participation from all members in the squadron without prejudice toward rank, position, experience, or seniority.
- **Empowerment and Enforcement** — Everyone must be allowed and is expected to oversee a safe and professional environment. Aggressively participate in efforts to identify and eliminate hazards; correct problems on the spot, regardless of rank or experience. Each of you carries my authority to correct unprofessional practices. We all must be extremely vigilant in ensuring that we do not overlook that which could damage or destroy.

Our success as a squadron depends on the capable and competent actions of aggressive individuals working together as a team to accomplish the mission. The resultant effect of our efforts will ensure that the dynamic environment in which we operate is professionally-charged and inherently safe. A professional environment does not grow overnight and certainly does not establish itself. It is tough, and it takes work. All hands must assume their share of responsibility, and when the time comes to correct a problem, each of us should be racing to fix it.

Semper Fidelis,

Anthony A. Tilelli
Lieutenant Colonel, U.S. Marine Corps



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Sexual Assault



Sexual assault is not only prejudicial to good order and discipline, but a serious crime that can deteriorate mental and physical health. It is defined as intentional sexual contact, characterized by the use of force, physical threat of force, abuse of authority, or when the victim does not or cannot consent. Sexual assault can occur without regard to gender, spousal relationship, or age. Consent shall not be deemed or constructed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, coercion, or when the victim is asleep, incapacitated, or unconscious.

Sexual assault will not be tolerated. Where cause exists, appropriate legal or administrative action will be taken against violators. Victims will be treated with sensitivity, decency, and respect, and will receive appropriate medical, emotional, and psychological treatment with assistance from social services. Care will be given to ensure the identity of a victim is released only to those who have a need-to-know. Victim safety and rights are paramount at all times. Those who report sexual assault incidents must feel confident that their personal safety will be protected and that they will not be re-victimized by the organization. Victims who are sexually assaulted may be physically, mentally, and/or emotionally traumatized. They deserve to be treated with sensitivity and care. Reporting an incident of sexual assault may be initiated via the following methods:

A Restricted Report allows the victim to receive medical, informational, advocacy, and emotion/psychological counseling support services without notification of law enforcement or the command. A Restricted Report can be made to a Sexual Assault Response Coordinator (SARC), Sexual Assault Prevention and Response Victim Advocate (SAPR VA), Healthcare Provider (HCP), DoD Safe Helpline 24/7 (877-995-5247), or the MCAS Beaufort Sexual Assault 24/7 Helpline (843-321-6009). In a Restricted Report, the victim's identity remains confidential, and it is not forwarded to law enforcement or the command.

An Unrestricted Report also allows a victim to receive medical, informational, advocacy, and emotional/psychological counseling services while an official investigation ensues. An Unrestricted Report can be made to law enforcement authorities or the command, as well as to a SARC, SAPR VA, HCP, DoD Safe Helpline, or the MCAS Beaufort Sexual Assault Helpline (843-321-6009). Although the victim's identity will not remain confidential, care will be given to ensure that information is released only to those with a need-to-know (e.g. unit commander and investigating authorities).

All members of our unit must be willing to speak out against sexual violence and to intervene when necessary. We are each responsible for assisting Marines with finding proper help and support after a crime. It is only by our united efforts that we will succeed in creating a zero-tolerance environment.

For additional assistance or information, please contact one of the H&HS MCAS Beaufort SAPR VAs, whose pictures and information can be found on SAPR VA posters throughout the command.

Semper Fidelis,

Anthony A. Tilelli

Lieutenant Colonel, U.S. Marine Corps