



MARINE CORPS AIR STATION BEAUFORT ENVIRONMENTAL POLICY STATEMENT



Marine Corps Air Station Beaufort is committed to responsible stewardship of resources and the environment.

Professionalism

- Conserve natural and cultural resources
- Remediate contamination sites resulting from past DoD activities
- Minimize risks to mission by continuous improvement of the Environmental Management System

Standards

- Integrate pollution prevention principles into management practices
- Comply with applicable environmental regulations and legislation

Communication

- Promote awareness of this Policy throughout all commands aboard the Air Station

A handwritten signature in black ink, appearing to read "Karl R. Arbogast".

Karl R. Arbogast
Colonel, United States Marine Corps
Commanding Officer



MARINE CORPS AIR STATION BEAUFORT EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT



Mission: Discrimination is contrary to the values of our Marine Corps and this Installation. It is detrimental to our mission, creates a hostile working environment, and ultimately erodes the trust and faith we have in each other and the chain of command. Discrimination negatively impacts our mission accomplishment, disrupts good order and discipline, and will not be tolerated on this Installation. The fundamentals of dignity and mutual respect shall be the cornerstone of our interactions with each other at all times.

Professionalism: Each of us shall be assessed in our performance without regard to race, color, gender, religion, age, disability, genetic information, national origin, or reprisal for protected equal opportunity activity. Employment and promotion on this Installation shall be predicated based on the suitability of the candidate and their performance in their assigned duties. I expect each of the leaders of this Installation to hold themselves to the utmost of professional conduct and treat all equitably and fairly in the performance of their duties.

Communication: Discrimination will not be tolerated on this Installation. Should you encounter it, report it through your supervisory chain or to the Equal Employment Opportunity Office (843-228-2647). The only way to eliminate discrimination on this Installation is by identifying it if it happens, communicating the issue to make it known, and seeking resolution. Every complaint or issue that is put forward shall be treated with the utmost respect and will be promptly addressed.

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Karl R. Arbogast
Colonel, United States Marine Corps
Commanding Officer



MARINE CORPS AIR STATION BEAUFORT PROHIBITED ACTIVITIES AND CONDUCT POLICY STATEMENT



Mission: Every Marine, Sailor, and civilian aboard MCAS Beaufort has an inherent right to a work environment that enables them to grow and succeed to the highest extent possible. It is part of this command team's mission to ensure that each and every one of us serving aboard this Installation is treated with dignity, mutual respect, and professionalism regardless of race, color, religion, gender, sexual orientation, or national origin. The strength of this Installation lies in the people who serve together, ensuring support for our tenant commands and visiting units. All of us deserve to work in an environment that promotes growth, dignity, and mutual respect for others.

Professionalism: Discrimination and abuse (hazing, bullying, retaliation), wrongful distribution of an intimate image, dissident and illegal protest activity, and harrasment (including sexual harrasment) are at clear odds with our shared Marine Corps values. These activities have a profound negative impact on our people – destroying individual spirit, crushing initiative, creating a hostile working environment, and ultimately undermining the trust and faith each of us have in our Installation and Corps. The actions outlined in MCO 5354.1E negatively impact the mission of this Air Station and will not be tolerated. As professional Marines, Sailors, and civilians, our actions towards each other shall be aboveboard at all times and based on the fundamental principle of respect and dignity for all.

Communication: Any member who engages in or fails to report or prevent any form of prohibited activities and conduct shall be subject to appropriate disciplinary actions. Reprisal or acts of retaliation, to include intimidation or ostracism, related to a complaint will not be tolerated and are also subject to disciplinary or administrative action. Each of us should take immediate and appropriate action when any form of discrimination or prohibited conduct is brought to our attention. Report it to your chain of command or to the Equal Opportunity Adviser (843-228-7396). If you are a victim, I encourage you to voice your complaint to your chain of command or through the Informal Resolution System.

The values of our Marine Corps and our commitment to each other demands fair, impartial, and equitable treatment for all members of this Installation. Through professional conduct, respectful and dignified treatment of others, and dedication to our mission, we can and shall ensure a climate where excellence is in all we do.

Karl R. Arbogast
Colonel, United States Marine Corps
Commanding Officer



MARINE CORPS AIR STATION BEAUFORT SAFETY POLICY



The mission of MCAS Beaufort is to continue supporting establishment operations for 2nd MAW, attached II MEF units, and Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region in order to set the conditions for the enduring success of our supported commands and their missions.

The Safety Program on MCAS Beaufort is critical to the mission of this Air Station. It is essential to the prevention of injuries, property or aircraft damage, and lost personnel-hours. The most valuable asset of the Marine Corps and MCAS Beaufort is the people and families that make up our ranks. To date, we have had an outstanding and effective Safety Program and Culture. I intend to continue that legacy of excellence in safety and ensure that all Marines, Sailors, and civilians of MCAS Beaufort are provided with a safe and healthy work environment free from hazards and compliant with all DoD and Federal policies and regulations.

Every Marine, Sailor, and civilian of MCAS Beaufort has a responsibility to point out safety or health hazards that will hinder us from accomplishing our mission and take action necessary to mitigate the hazard before an accident occurs. The genuine act of caring about fellow Marines, Sailors, and civilians has no relation to rank. If you see something unsafe, immediately address it, regardless of seniority. **Everybody** is a safety officer and **Anybody** can stop the chain of events leading to a safety incident.

You have done an outstanding, professional job over the past years and I encourage each of you to remain vigilant to that success and professional excellence. We shall focus on continuing our excellent safety practices, resist complacency in our approach towards safety, and reach our goal: to continue our excellent safety record and maintain **ZERO** preventable mishaps both on and off duty.

Endstate:

- Zero preventable aircraft mishaps.
- Zero preventable ground mishaps.
- Zero preventable personal motor vehicle injuries or fatalities.
- Zero preventable off-duty recreational injuries or fatalities.

Karl R. Arbogast
Colonel, United States Marine Corps
Commanding Officer



MARINE CORPS AIR STATION BEAUFORT SEXUAL ASSAULT POLICY STATEMENT



Mission: Each member of this installation is of tremendous value to our mission and to the Marine Corps. The impact of sexual assault resonates across this Air Station and destroys our ability to work together in accomplishing our mission. This criminal act destroys morale, unit cohesion, and the focus of our people on the mission. It is contrary to our values as an installation and Marine Corps dedicated to the respect and dignity of our Marines, Sailors, civilians, and families.

Professionalism: Sexual Assault is an offense to both the individual and the MCAS Beaufort team as a whole. Sexual assault will not be tolerated. Violators will be held accountable and will be subject to legal and/or administrative action. Victims will be treated with decency, sensitivity, and provided all the necessary services to aid in their recovery. Prevention is key! Each of us has attended years of training on how to prevent a sexual assault. Have the courage to do the right thing and intervene before it happens.

Communication: It is imperative that victims of sexual assault immediately seek assistance and care through restricted or unrestricted reporting. I encourage all victims to pursue an unrestricted report in order to eradicate potential future events. Communication will be kept confidential and secure, of that you have my assurance. If an assault does happen, I will do everything in my power to ensure you are taken care of to the utmost. The 24/7 Sexual Assault Hotline (843-321-6009) is an available resource along with dedicated professionals who can offer support and guidance to include uniformed SAPR Victim Advocates for active duty members and civilian SAPR Victim Advocates for both civilian and military personnel.

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MARINE CORPS AIR STATION BEAUFORT SEXUAL HARASSMENT POLICY STATEMENT



Sexual harassment is defined as a form of sex discrimination involving unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such conduct is made explicitly a term or condition of a person's job, pay, or career, (b) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or (c) such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is unacceptable behavior and shall not be tolerated. As the Commanding Officer, I am committed to eliminating and preventing sexually harassing behaviors and will take appropriate disciplinary action when violations occur.

Anyone sexually harassed should make it clear that such behavior is offensive and report the behavior through the appropriate chain of command. Necessary actions will be taken to eliminate the harassment, real or perceived, and to change the unacceptable behavior of the harasser. All managers and supervisors are held responsible for ensuring that any incident of sexual harassment is dealt with swiftly, fairly, and effectively, thereby ensuring a work environment free from sexual harassment.

All managers and supervisors shall ensure that this policy statement is understood by all persons under their supervision. I personally solicit your active commitment to deal with and eliminate all forms of sexual harassment within this Command.

Any employee who believes they have been the subject of harassing conduct or behavior should report the matter promptly to either a person in their supervisory chain and/or the EEO Office at (843) 228-2647/4919.

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