



**MARINE CORPS AIR STATION BEAUFORT
PROHIBITED ACTIVITIES AND
CONDUCT POLICY STATEMENT**



FEB 24 2025

Every Marine, Sailor, and civilian aboard MCAS Beaufort has an inherent right to a work environment that enables them to grow and succeed. It is part of this command team's mission to ensure that each and every one of us is treated with dignity, respect, and professionalism regardless of race, color, religion, sex, or national origin. The strength of this Installation lies in the people who serve together as a team. All of us deserve to work in an environment that promotes growth, dignity, and mutual respect for others.

Discrimination and abuse such as hazing, bullying, retaliation, wrongful distribution of an intimate image, dissident and illegal protest activity, and harassment to include sexual harassment are counter to our core values. These activities have a profound and negative impact on our people, destroying individual spirit, crushing initiative, and creating a hostile work environment, ultimately undermining the trust and faith each of us have in our team and Corps. These actions negatively impact our mission and will not be tolerated. As professionals, our actions towards each other shall be above board at all times and based on the fundamental principle of respect and dignity for all.

Any Marine, Sailor, or civilian who engages in or fails to prevent or report prohibited activities and conduct shall be subject to appropriate disciplinary action. 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 shall take immediate and appropriate action when any form of discrimination or prohibited conduct is brought to our attention. Report it immediately to your chain of command or to the Equal Opportunity Adviser (843-228-7936) or the EEO Office (843 228-7686/7687). Where appropriate I encourage you to resolve your complaint 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. Through professional conduct, respectful and dignified treatment of others, and dedication to our mission, we can and shall ensure a climate of excellence.

If you see something, say something!

Mark D. Bortnem
Colonel, United States Marine Corps
Commanding Officer



MARINE CORPS AIR STATION BEAUFORT
EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT

FEB 24 2025



Mission: At Marine Corps Air Station (MCAS) Beaufort, diversity, and respect are integral to our mission success. Every Marine, Sailor, civilian, and family member deserves an environment where they can thrive, free from discrimination or harassment. Our commitment to equal employment opportunity ensures that we shape the future of Marine Aviation by embracing the unique perspectives, skills, and talents of all personnel.

Professional Conduct and Accountability: All personnel—regardless of race, religion, color, sex, national origin, age, or disability—are entitled to equal opportunity in employment, from recruitment to promotion, training, and career development. All personnel are responsible for fostering a culture grounded in respect, fairness, and integrity. *Together, we commit to maintaining a workplace where everyone can excel on a fair and level playing field.*

Commitment to Leadership: Leadership at every level must exemplify these commitments through proactive actions, ensuring the workplace is inclusive safe, and respectful for all. Leaders must take proactive steps to ensure every member of our community feels valued, safe, and empowered to contribute. *Our collective strength is built on the diversity and respect we bring to every mission and challenge.*

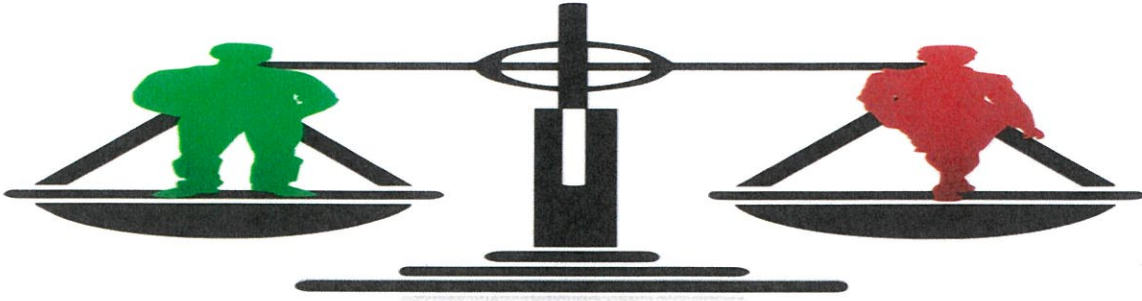
Proactive Response to Harassment and Reprisal: MCAS Beaufort maintains a zero-tolerance policy towards harassment, discrimination, and retaliation. Leaders will act immediately to address any concerns, ensuring that issues are resolved before they escalate. *No individual will face reprisal for exercising their rights or reporting any form of discrimination.*

Moving Forward Together: We see diversity as a critical strength that fuels innovation, mission success, and operational readiness. Every individual plays a vital role in our mission, and by fostering an inclusive culture, we continue to uphold the highest standards of excellence.

Seeking Support: If you encounter or suspect any form of discrimination or harassment, contact the MCAS Beaufort EEO office by visiting building 1204 or calling 843-228-7687.

Together, we are committed to a brighter, stronger future—one that empowers all Marines, Sailors, civilians, and families to thrive.

Mark D. Bortnem
Colonel, United States Marine Corps
Commanding Officer



EQUAL EMPLOYMENT OPPORTUNITY

THE LAW

The MCAS Beaufort EEO Office has processes in place to address workplace concerns and ensure an environment free of harassment and discrimination.

If you believe you have been discriminated against based on your:

- Race
- Color
- Religion
- Sex
- Disability (mental/physical)
- National Origin
- Age (40+)
- Genetic Information
- Reprisal (Protected EEO Activity)

You must contact the MCAS Beaufort EEO Office with 45 Calendar Days of an occurrence of discrimination or harassment or the date you became aware of the occurrence.

CONTACT INFORMATION: Cynthia Golson, Deputy Director, EEO
Building 1204 (Across from Motor T)
Cynthia.golson@usmc.mil
(843) 228-7687/4919