

**USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-117****SUBJECT: Consideration of Others Program**

1. **Purpose:** The purpose of this memorandum is to establish the policy and plan for implementing a Consideration of Others Program. The program is designed to enhance trust and cohesion by ensuring continual awareness of "caring" as an organizational imperative. Consideration of Others encompasses freedom from harassment, discrimination, prejudice, insensitivity, offensive behavior, verbal abuse, rudeness, and basic thoughtlessness. It is more than just a policy; it is a philosophy and a value.

2. **Policy:**

- a. The USACE Finance Center (UFC) will have zero tolerance for sexual, racial, or religious harassment to include harassment, discrimination, prejudice, insensitivity, offensive behavior, verbal abuse, and basic thoughtlessness.
- b. Management will encourage a workplace atmosphere where each individual is treated with dignity and respect, and where managers and employees exercise common courtesy, decency, and sensitivity to the feelings of others.

3. **Enforcement:**

- a. This policy guide will be published on the local area network and will be provided to and discussed with all new employees during employee orientation.
- b. Management will ensure that supervisors understand and practice the concepts inherent in the Consideration of Others Program. Supervisors will be required to take swift and appropriate action against those who demonstrate behavior that is harassing, discriminatory, prejudicial, insensitive, offensive, abusive, rude, or thoughtless.
- c. Management will fully support the efforts and activities of the Special Emphasis Program Committee associated with ethnic and gender observances.

**4. Education:**

- a. All employees/supervisors will be provided annual Prevention of Sexual Harassment Training (POSH).
- b. All employees/supervisors will be provided training annually in cultural diversity to be conducted by the servicing EEO Manager.
- c. Small group discussions will be held at least semi-annually on a variety of topics inherent in the Consideration of Others Program philosophy. Employee discussion groups will be composed of fifteen to twenty-five employees with at least two supervisors participating in each session. Discussions will be led by trained facilitators using dilemma discussion formats, situational issues, or case studies, as well as films, videos and guest speakers. Employees will be encouraged to articulate their own views.
- d. Special programs, exhibitions and presentations by guest speakers will be offered to employees during cultural/gender observances.

**5. Ownership:** Ownership is realized when the combination of policy, command emphasis, small group discussions, annual observances, equal opportunity (cultural diversity) seminars, special emphasis program committee activities and equal employment opportunity counselors/advisers create the focus to internalize Consideration of Others as a value.

**6. Changes:** This policy letter will be maintained on the UFC LAN. Changes will be made as needed to maintain current policy. The POC for this policy guide is Valerie Bacon, 4-8404.

FOR THE DIRECTOR:

BETH KRAUS  
Deputy Director of Administration  
USACE Finance Center

## **Appendix A**

### Small Group Discussions

1. Facilitators:
  - a. The following USACE Finance Center facilitators have been identified:
    - Sandra Cahee
    - Tracy Gifford
    - Lucius Othman
    - Dale Smith
    - Frankie Whitmore.
  - b. Facilitator training was conducted on 16 October 1998 by the servicing EEO Manager, Dr. William Jones.
2. Discussion Group Composition: Groups will be composed of 15 to 25 employees; each group will also include at least two supervisors.
3. Time and Setting: Group discussions will be held in the main conference room or in the library during the work day. Group discussions will last from 1½ to 2 hours per session.
4. Frequency: Group discussion will be offered on a semi-annual basis. Generally, only one session will be held at each semi-annual interval. If a large number of employees volunteer for the session, additional sessions may be scheduled.
5. Topics: Topics will be in keeping with the overall philosophy of the Consideration of Others program. Topics will focus on one of the following six areas:
  - a. Ethical Development
  - b. Team Building
  - c. Equal Opportunity
  - d. Gender Issues
  - e. Family Concerns
  - f. Health, Safety, and Drug & Alcohol Abuse
6. Format: Group discussions will include dilemma discussion formats, situational issues, or case studies, as well as films, videos, or guest speakers. Employees will be encouraged to articulate their own views. Facilitators will plan the topics and format, and will assist in ensuring that all group members have an opportunity to participate in the discussion.
7. Reports: For each group discussion, a report will be generated by the HR Liaison which includes the topic of the discussion, the date it was conducted, and the names of employees participating.

## **Appendix B**

### Cultural/Gender Observances

1. The USACE Finance Center's Special Emphasis Program Committee (SEC) will develop a series of programs and events in association with cultural, gender, and other observances.
2. Planned cultural, gender and other observances are as follows:
  - February: African American Awareness Month
  - March: Women's History Month
  - May: National Asian-Pacific American Month
  - August: Diversity Month
  - September: Hispanic Month
  - October: National Disability Month
  - November: National American Indian Heritage Month