



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

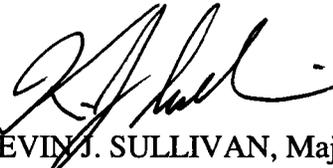
22 July 2003

MEMORANDUM FOR OO-ALC MAJOR STAFF OFFICES, 75 ABW STAFF OFFICES,
UNIT COMMANDERS, AND TENANT ORGANIZATIONS

FROM: OO-ALC/CC

SUBJECT: Abusive and Offensive Language Policy

1. Supervisors and managers are responsible for maintaining a work environment free of abusive and offensive language. We will not tolerate any individual working in anything less than a professional, respectful work environment where individual dignity is promoted.
2. Unprofessional language and behavior that commonly degrades or offends people is totally unacceptable. Such behavior may include, but is not limited to, vulgar and indecent language, racial, ethnic, or religious slurs, inappropriate jokes, sexual harassment, graphic comments about another person's body, explicit or suggestive displays, pictures, and cartoons, and other types of unlawful discrimination or harassment. This unprofessionalism often destroys the individual's sense of belonging, teamwork and productivity. Such unprofessional behavior will not be tolerated at Hill Air Force Base.
3. Supervisors and managers are expected to model appropriate, professional behavior in their daily actions and correct any behaviors that fall short of this standard. Anything less is unacceptable.


KEVIN J. SULLIVAN, Major General, USAF
Commander