



DEPARTMENT OF DEFENSE
HUMAN RESOURCES ACTIVITY
HEADQUARTERS
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OCT 5 2010

MEMORANDUM FOR ALL DEFENSE HUMAN RESOURCES ACTIVITY PERSONNEL

SUBJECT: Anti-Harassment and the Prevention of Sexual Harassment Policy Statement


As a Department of Defense Field Activity tasked to support the Under Secretary of Defense for Personnel and Readiness (USD P&R), it is the policy of the Defense Human Resources Activity (DHRA) to ensure a work environment free from any form of harassment. DHRA will not tolerate harassment and will strictly enforce the anti-harassment policy. Management is primarily responsible for ensuring the workplace is free of harassment. An individual found to have harassed another individual will be subjected to appropriate disciplinary action. It is everyone's responsibility to ensure that discrimination and workplace harassment of any type are eliminated.

Generally harassment is unwelcome, hostile, or offensive conduct based on race, color, sex, sexual orientation, religion, national origin, age, disability, or reprisal that interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. DHRA has a "Zero Tolerance" policy.

Sexual harassment, another form of harassment, is any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-worker or non-employee (e.g., contractor). Sexual harassment could create a hostile environment if the victim is subjected to unwelcome and severe or pervasive sexual comments, innuendoes, touching, or other conduct of a sexual nature which creates an intimidating or offensive workplace. Harassment, if ignored or not reported, is likely to continue and become worse.

Any DHRA employee or applicant who believes that he or she is being harassed should inform the person harassing them that their behavior is inappropriate and must stop. If the harassment is committed by a co-worker and persists, the employee should notify the immediate supervisor. If the harassment continues or is committed by the supervisor, the employee should report the harassment to the next level in the chain-of-command. Alternately, the allegation of harassment should be reported to the DHRA servicing EEO Office. The office can be reached at (703) 767-6777.

The best tool to eliminate harassment is prevention. Managers and supervisors will ensure that all military and civilian personnel receive a copy of, and are fully informed about, this policy. It is everyone's responsibility to ensure that discrimination and workplace harassment are eliminated. All of us are responsible for maintaining high standards of honesty, integrity, and conduct in support of the national defense mission.


Sharon H. Cooper
Director