



DEPARTMENT OF DEFENSE
HUMAN RESOURCES ACTIVITY
HEADQUARTERS
4040 FAIRFAX DRIVE, SUITE 200
ARLINGTON VA 22203-1613

MAR 26 2007

MEMORANDUM FOR DEFENSE HUMAN RESOURCES ACTIVITY COMPONENT
DIRECTORS

SUBJECT: Work Environment Free of Sexual Harassment

Sexual harassment is unacceptable conduct and will not be tolerated by the Defense Human Resources Activity (DHRA). Sexual harassment is a form of sex discrimination and is an "unlawful employment practice" under Title VII of the Civil Rights Act of 1964, as amended. Preventing and addressing sexual harassment is the responsibility of every member of DHRA.

Sexual harassment is defined in law and regulation as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can occur when submission to such conduct is, either explicitly or implicitly, made a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

To prevent sexual harassment, all DHRA managers and supervisors must know what constitutes sexual harassment. They must discuss its definition with their employees and ensure they are provided training so that all DHRA employees understand that sexual harassment is unacceptable behavior and is unlawful. Managers and supervisors must also assure employees they will not suffer acts of reprisal for reporting sexual harassment.

Any employee or applicant for employment who believes he or she is a victim of sexual harassment should report the allegation(s) as soon as possible to an appropriate management official who will provide assistance and guidance. Alternatively, employees or applicants may report allegations of sexual harassment to any staff member at the servicing Equal Employment Opportunity (EEO) office. The telephone number is (703) 767-6777.

DHRA leadership and Component Directors will investigate allegations of sexual harassment. It is not only illegal, it is demoralizing and damaging to those subjected to it. DHRA cannot effectively provide support and services to military members, their family members, and the civilian workforce if its employees suffer the loss of productivity and degradation associated with sexual harassment.


Sharon H. Cooper
Executive Director