



DEFENSE HUMAN RESOURCES ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE, SUITE 06J25-01  
ALEXANDRIA, VA 22350-4000

AUG 27 2015

MEMORANDUM FOR DEFENSE HUMAN RESOURCES ACTIVITY EMPLOYEES

SUBJECT: Policy Statement on Work Environment Free of Sexual Harassment

All personnel in the Defense Human Resources Activity (DHRA) are expected to cultivate a work environment of dignity and respect. Whether military, civilian or a contractor, sexual harassment is unacceptable conduct and will not be tolerated. 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.

Sexual 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. If an individual is subjected to unwelcome and severe or pervasive sexual comments, innuendoes, touching, or other conduct of a sexual nature, it results in an intimidating or offensive workplace. Harassment, if ignored or not reported, is likely to continue and become worse.

Any military member, employee, applicant for employment or contractor who believes he or she is a victim of sexual harassment is encouraged to report the incident as soon as possible to an appropriate management official, who will provide assistance and guidance. Alternatively, allegations of sexual harassment may be reported to the servicing Equal Employment Opportunity Office at 4800 Mark Center Drive, Suite 06J25-01, Alexandria VA, 22350, within 45 days of the event. The telephone number is (844) 857-3550, (571) 372-1962 or Federal Relay Service for hearing impaired (800) 877-8339, (866) 377-8642 and Quick Dial 711.

DHRA leaders will investigate allegations of sexual harassment. It is not only illegal, it is demoralizing and damaging to those subjected to it. The best way to eliminate harassment is through the prevention of sexual harassment.

*Pamela S. Mitchell*  
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Director