



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

SEP 24 2004

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Anti-Harassment Policy Statement

Harassment based upon race, color, religion, sex (including sexual harassment), national origin, age or disability is a type of discrimination that violates federal law and will not be tolerated within the workplace.

Harassment can occur in the form of verbal, physical and intimidating conduct, which denigrates, or shows hostility towards, an individual. Sexual harassment is unlawful discrimination based upon unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

You are encouraged to report complaints of harassment to your immediate supervisor. If your supervisor is unavailable, or believed to be the offender, you should report to the next official within your supervisory chain. Management officials are to follow-up on harassment complaints by conducting a confidential, prompt and thorough investigation. When allegations are substantiated, immediate corrective action must be taken to eliminate harassment activity. Violators will be held accountable. Furthermore, the law prohibits retaliation against employees who report an incident of harassment or cooperate with any harassment inquiry. You may obtain additional information on this anti-harassment policy from the Equal Employment Opportunity Programs Division staff at (703) 588-0451.

All personnel are entitled to perform their duties in an environment that is free from harassment and unlawful discrimination. Your dedicated commitment to this policy provides a sound basis for each of us to achieve our stated goals and objectives successfully.

  
Raymond F. DuBois  
Director