DEFENSE CONTRACT MANAGEMENT AGENCY
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FORT LEE, VA 23801-1809

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DCMA-DPS 003

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Harassment

The Defense Contract Management Agency (DCMA) is committed to a workplace free from harassment based upon race, color, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), sexual orientation, religion, national origin, age (40 and over), disability, reprisal, marital status, political affiliation, parental status or genetic predisposition. Workplace harassment, including reprisals or retaliation against any complainants, witnesses and any employees who provide information, is unacceptable conduct and will not be tolerated. Harassment violates the standards of respect, loyalty and integrity required from all DCMA employees.

As the Director of DCMA, I have a personal commitment and responsibility to ensure that our workplace is free of harassment and it is imperative that everyone understands what constitutes harassment. Harassment is any unwelcome verbal or physical conduct perpetrated due to one or more legally protected bases that (1) is sufficiently severe or pervasive enough to create a hostile work environment; or (2) when it results in a tangible change in an employment status or benefits (e.g., demotion, termination, failure to promote, etc.).

A hostile work environment occurs when unwelcome comments or conduct due to the legally protected bases unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment - management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

DCMA strictly prohibits any harassing behaviors, including, but not limited to:

- Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual nature;
- Making or threatening reprisals for refusing sexual favors;
- Repeated requests for dates or questions about one's sex life or experiences;
- Unwelcome physical contact such as pinching, kissing, inappropriately touching another employee, or impeding another employee's normal work movement;
- Slurs, jokes, posters, cartoons, pictures, offensive gestures, derogatory remarks, negative stereotyping, or offensive sounds that are based upon any protected status or directed toward an employee due to a protected status;

- Acts of physical violence, threats of physical violence, or other physical intimidating behavior directed toward an employee due to a protected status; and

- Continuous discriminatory activities, engaged in because of an employee having a protected status that is not explicitly sexual (or race, age, etc.) (e.g., unequal distribution of work, lack of assistance when such assistance is provided to those outside the protected status, hiding work tools or equipment, etc.).

All reports of harassment shall be addressed through a prompt, thorough and impartial investigation. To the extent possible, the investigation will be conducted in a confidential manner in order to protect all parties involved. There shall be no retaliatory action for filing a harassment complaint. However, if it is determined after the investigation that the complaint consisted of false charges or that an employee has provided false information, disciplinary action will be taken against the employee who filed the complaint or provided the false information.

If you feel that you have been a victim of any form of harassment, you should report the alleged act immediately to your first-level or second-level supervisor, appropriate officials of DCMA's Equal Employment Opportunity (EEO) Office and/or your commanding officer.

All managers and supervisors are responsible for making sure that our workplace is a positive and safe environment for our employees – free from any and all discrimination, harassment, intimidation or other prohibited behaviors. Managers and supervisors will be held accountable with immediate and appropriate corrective action if these behaviors are allowed. Every DCMA employee must be committed to ensuring that DCMA's mission is not compromised by unacceptable behaviors such as harassment, regardless of the form.

If you are a former or current DCMA employee, or an applicant for employment, and you feel that you have been harassed based on a protected category, you may contact an EEO Counselor at (804) 734-2525 or dcma.lee.hq.mbx.eeo@mail.mil.

If you feel that you have been harassed for a reason that is not an EEO protected category, you may contact the Anti-Harassment Program Manager at (804) 734-2457.

David H. Lewis
VADM, USN
Director