



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 ADAMS AVENUE, BUILDING 10500
FORT LEE, VA 23801-1809

DCMA-DPS 003

MEMORANDUM FOR ALL DCMA EMPLOYEES AND APPLICANTS

SUBJECT: Policy Statement on Harassment

Our Defense Contract Management Agency (DCMA) is committed to a workplace free from harassment based upon race, color, religion, sex, national origin, age, disability, genetic information, pregnancy to include childbirth and related medical conditions, or reprisal. Any employee who reports harassment or provides information related to workplace harassment is protected against reprisal or retaliation, which will not be tolerated. Standards of respect, loyalty, and integrity are required from all DCMA employees.

I have a personal and professional commitment and responsibility to ensure a workplace free of harassment. Everyone must understand 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) results in a tangible change in an employment status or benefits (e.g., demotion, termination, failure to promote).

Discriminatory hostile work environments occur when unwelcome verbal or physical conduct involving protected bases unreasonably interferes with an employee's work environment and/or creates an intimidating, hostile, or offensive work environment. Anyone in the workplace might commit this type of harassment (i.e., management official, co-worker, or non-employee, such as a contractor, vendor, or guest). A victim could be anyone affected by the conduct; this is not limited to the individual at whom offensive conduct is directed.

Harassing behaviors include, but are 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 towards an employee due to a protected status
- Acts of physical violence, threats of physical violence, or other physically intimidating behavior directed toward an employee due to a protected status

- Continuous discriminatory activities, engaged in because of an employee having a protected status that is not explicitly sexual (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.)

Reports of harassment must be addressed through a prompt, thorough, and impartial investigation. An informal investigation will be conducted by first and second-level supervisors for matters that can be resolved at the lowest level. Managers and supervisors will determine if there is sufficient evidence to corroborate the allegations. These investigations are to ensure managers and supervisors address unwelcome conduct before it escalates to the unlawful level or becomes severe or pervasive enough to constitute a hostile work environment. The agency will protect confidentiality of all employees who report harassment or participate in a harassment investigation, to the greatest extent possible. The agency will undertake immediate and appropriate corrective action when harassment is found to have occurred. There must be no retaliatory action(s) against reporting employees for filing a harassment complaint.

Managers and supervisors are responsible for making our workplace a positive and safe environment for our employees. Safe environments are free from any and all discrimination, harassment, intimidation, or other prohibited behaviors. Managers, supervisors, and employees will be held accountable for their actions or their lack of action. Every DCMA employee must be committed to ensuring that the DCMA mission is not compromised by unacceptable behaviors such as harassment.

Individuals who believe they have been subjected to any form of harassment should report the incident(s) to a manager or supervisor with authority to act and/or commanding officer. Additionally, individuals who believe they have been subjected to Equal Employment Opportunity (EEO)-based harassment, including sexual harassment, may also file an EEO complaint by contacting the EEO office within 45 calendar days of the alleged incident(s).

Contact the EEO Office at (804) 609-4766 or dcma.lee.hq.mbx.eeo@mail.mil to obtain further information or raise EEO-related claims of harassment.

You may also contact the Anti-Harassment Program Manager at (804) 609-4051 in accordance with DCMA Manual 4201-26, "Anti-Harassment Program."

Sonya I. Ebright, SES
Acting Director