



## DEFENSE CONTRACT MANAGEMENT AGENCY

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

March 31, 2022

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 (this includes: sexual orientation, pregnancy, and gender identity), religion, national origin, age (40 and over), disability, reprisal, marital status, parental status, or genetic information (predisposition to disability). Any employee who reports harassment or provides information related to workplace harassment is protected against reprisal or retaliation, which 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 discriminatory hostile work environment occurs when unwelcome verbal or physical conduct involving protected bases unreasonably interferes with an employee's work performance 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). The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

The Agency 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 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; and

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- Continuous discriminatory activities, engaged in because of an employee having a protected status that is not explicitly sexual (or related to other protections such as 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 as soon as the Agency has been put on notice and regardless of any formal grievance processes that may be in process. An informal investigation will be conducted by first and second-level supervisors for matters that can be resolved at the lowest level. For more egregious harassment allegations, the Commander/Component Head/Director will conduct a Command Directed Investigation (CDI) with an investigating officer appointed in writing. The investigation will begin within 10 calendar days of receiving the harassment complaint or witness of harassing conduct. Managers and supervisors will determine if there is sufficient evidence to corroborate the allegations and take prompt and effective action as warranted. The purpose of this investigation is 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 the confidentiality of all employees who report harassment or participate in a harassment investigation, to the extent possible. Any corrective action that may need to be taken must be undertaken promptly after receipt of the harassment allegation. There shall be no retaliatory action(s) against the reporting employee for filing a harassment complaint in any process.

All managers and supervisors are responsible for making sure our workplace is a positive and safe environment for our employees – free from any and all discrimination, harassment, intimidation, or other prohibited behaviors. Managers, supervisors, and employees will be held accountable with immediate and appropriate corrective action if it is determined that harassment and/or other prohibited behaviors occurred, allowed the harassment to continue, or that agency officials failed to properly respond to harassment allegations without taking the proper duty steps to act (i.e., investigating the matter promptly, taking any appropriate action), and communicating with the reporting employee the results of the investigation without violating the privacy of the accused). 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.

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 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.list.eeo@mail.mil](mailto:dcma.lee.hq.list.eeo@mail.mil) to obtain further information or raise EEO related claims of harassment.

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If you feel that you have been harassed, in addition to your right to report the allegation to the EEO Office, you may also contact the Anti-Harassment Program Manager at (804) 609-4051 consistent with DCMA Manual 4201-26, "Anti-Harassment Program."

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David G. Bassett  
LTG, USA  
Director