



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS PACIFIC/
DOMESTIC DEPENDENT ELEMENTARY & SECONDARY SCHOOLS - GUAM
DIRECTOR'S OFFICE
UNIT 35007
APO AP 96376-5007

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DIRECTOR'S OFFICE

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DoDDS-Pacific/DDESS-Guam Policy on Workplace Harassment

On November 13, 2006, the Director, DoDEA, issued a policy on Equal Employment Opportunity, 06-DME0-004, and an Anti-Harassment policy on December 7, 2005, 05-EEO-004. The Director, DoDDS-Pacific/DDESS-Guam issued a policy on Equal Employment Opportunity and Prevention of Sexual Harassment, on January 7, 2008. These policies specifically state that harassment and sexual harassment are unacceptable and will not be tolerated at any level. Consistent with these policies, DoDDS-Pacific/DDESS-Guam is committed to providing every employee with a workplace free from harassment, sexual or nonsexual, and will take appropriate measures of discipline against those who do not adhere to the standards put forth in those directives.

All DoDDS-Pacific/DDESS-Guam personnel have the responsibility for maintaining a workplace free from harassment of any form. Unlawful harassment undermines the integrity of the professional environment, hampers employment relationships, compromises equal opportunity, debilitates morale, and interferes with the Agency mission and productivity. DoDDS-Pacific/DDESS-Guam will not tolerate harassment by anyone in the workplace including supervisors, co-workers, and non-employees. This policy applies to conduct that occurs in the workplace and also extends to conduct that occurs at any location which can be reasonably regarded as an extension of the workplace, such as field locations, off-site campus related functions, or any facility where DoDDS-Pacific/DDESS-Guam business is being conducted or discussed. It is every individual's responsibility to keep a professional work environment without infringing on the beliefs and rights of others.

DoDDS and DDESS employees found to have engaged in workplace harassment will be subject to disciplinary action up to and including removal. Supervisors and managers who know or should have known of workplace harassment and fail to report such behavior, or fail to take immediate, appropriate, corrective action, will be subject to disciplinary action up to and including removal.

Sexual harassment can be verbal, physical, or pictorial. This includes sexual comments, jokes, innuendo, pressure for dates, sexual touching, sexual gestures, sexual graffiti, and posters. A claimant of sexual harassment does not have to be the person at whom the offensive conduct is directed but can be anyone affected by the conduct.

Workplace harassment can include both sexual and non-sexual conduct. Some examples of non-sexual workplace harassment are:

- Use of profane and/or offensive language;
- Disparaging or disrespectful comments;
- Loud, angry outbursts or obscenities directed toward an employee, co-worker or visitor in the workplace;
- Engaging in threatening, intimidating, or hostile acts in the workplace; or
- Displaying or distributing material in the workplace that contains language or images that are derogatory or demeaning.

DoDDS-Pacific/DDESS-Guam employees are reminded that if you believe you are a victim of workplace harassment, you are to let the alleged harasser know that the behavior is unwelcome. If this matter cannot be immediately resolved at the lowest possible level or you feel uncomfortable confronting the alleged harasser, you must expeditiously report the incident(s) to the appropriate supervisory level or to the Equal Employment Opportunity Office so the Agency may take appropriate action.

This policy applies to all employees in DoDDS-Pacific/DDESS-Guam.



Nancy C. Bresell
Director