



DEPARTMENT OF DEFENSE
DEFENSE MEDIA ACTIVITY
6700 TAYLOR AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755

JUN 13 2012

PUBLIC AFFAIRS

MEMORANDUM FOR DEFENSE MEDIA ACTIVITY PERSONNEL

SUBJECT: Anti-Harassment Policy and Prevention of Sexual Harassment

All employees must maintain a high standard of conduct and refrain from harassment, sexual or otherwise. Conduct that disparages, denigrates, or demonstrates hostility or aversion towards any person based on race, color, religion, sex, national origin, age, disability, sexual orientation, marital or family status, political beliefs, parental status or protected genetic information will not be tolerated.

All Defense Media Activity (DMA) supervisors and employees are accountable for taking necessary steps to prevent and eliminate harassment in the workplace. Allegations of harassment will be dealt with swiftly and fairly.

Harassment; verbal, written, graphic, or physical creates an intimidating, hostile, and offensive work environment, interferes with work performance, and adversely affects employment. All employees are to treat one another with dignity and respect.

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended. It involves unwanted and unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is not limited to prohibited conduct by a male employee toward a female employee; both men and women may be the victim of sexual harassment.

Each employee has the responsibility to refrain from such unacceptable conduct. Managers and supervisors are responsible for enforcing this policy and must take immediate, appropriate, and effective action to end any harassing activities. This policy also applies to incidents of sexual harassment involving private contractors and customers. Managers and supervisors should consult with their servicing personnel office and the Guide for Disciplinary Penalties when initiating action to stop harassment. Managers and supervisors who tolerate harassment or fail to take prompt corrective action upon becoming aware of such activities may also be subject to disciplinary action.

Anyone who believes he or she has been subjected to harassment, or has witnessed such harassment, should report such actions to a supervisor or manager for corrective action. If prompt corrective action is not taken, the employee may contact the Office of Diversity and Equal Opportunity (ODEO) for assistance.

A handwritten signature in blue ink, appearing to read "Bryan G. Whitman".

Bryan G. Whitman
Acting Director