



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

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### **DoDEA Pacific Policy on Workplace Harassment**

On November 18, 2008, the Director, DoDEA issued a policy on Equal Employment Opportunity, 09-DME0-003, and an Anti-Harassment policy 09-DME0-001. These policies specifically state that harassment and sexual harassment are unacceptable and will not be tolerated at any level. Consistent with these policies, DoDEA Pacific 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 DoDEA Pacific 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. DoDEA Pacific 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 DoDEA Pacific 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.

DoDEA 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.


Examples of workplace harassment (non-sexual) can be identified as:

- 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.

DoDEA employees are reminded that if you believe you are a victim of sexual 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 DoDEA Pacific.



Diana J. Ohman  
Director