



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



MEMORANDUM FOR: SEE DISTRIBUTION

AUG 21 2012

SUBJECT: Prevention of Harassment Policy

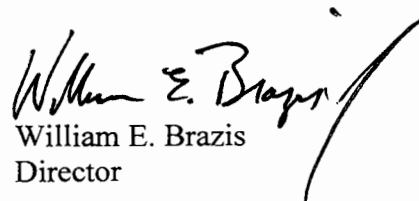
Washington Headquarters Services (WHS) is committed to maintaining a workforce environment that is free of harassing conduct predicated on race, color, religion, sex (including pregnancy and gender stereotyping), national origin, age (40 years and older), disability (physical and/or mental), genetic information, and/or retaliation for opposing discrimination or participating in the Equal Employment Opportunity (EEO) process.

Inappropriate behavior becomes illegal harassment when it is unwelcome, severe enough to alter an individual's working conditions, and based on one or more of the above factors. All personnel must refrain from participating in conduct that offends, intimidates, or interferes with the work performance of others.

Personnel who encounter harassing conduct are encouraged to immediately inform the responsible individual that the conduct is inappropriate, offensive, and unwelcome. Harassing conduct may also be reported to an immediate supervisor or next level in the chain of command, the EEO Programs (EEOP) Office, or the Labor and Management Employee Relations Division at 571-372-3964.

Each supervisor, manager, and executive must take proactive measures to prevent harassment and ensure individuals are not subjected to reprisal for raising concerns of harassment. The agency has an obligation to conduct a prompt, thorough, and impartial inquiry into harassment matters. If there is evidence of misconduct, immediate and appropriate corrective action, up to and including removal of the harasser, shall be taken.

Unlawful harassment diminishes an organization's morale, impacts productivity, and impedes progress toward achieving performance goals. The EEOP Office is available to advise and provide training to all WHS employees and WHS-serviced components on anti-harassment and other EEO-related matters. The EEOP Office also administers the Collaborative Resolution Program, which provides alternative dispute resolution services for all workplace disputes. For more information, contact the EEOP Office at (571) 372-0832 or [diversity@whs.mil](mailto:diversity@whs.mil).

  
William E. Brazis  
Director

DISTRIBUTION:  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
DEPUTY CHIEF MANAGEMENT OFFICER  
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
ASSISTANT SECRETARIES OF DEFENSE  
U.S. COURT OF APPEALS FOR THE ARMED FORCES  
DEPARTMENT OF DEFENSE CHIEF INFORMATION OFFICER  
ASSISTANTS TO THE SECRETARY OF DEFENSE  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTOR, NET ASSESSMENT  
DIRECTOR, DEFENSE LEGAL SERVICES AGENCY  
DIRECTOR, DEFENSE SECURITY COOPERATION AGENCY  
DIRECTOR, PENTAGON FORCE PROTECTION AGENCY  
DIRECTOR, DEFENSE PRISONER OF WAR/MISSING PERSONNEL OFFICE  
DIRECTOR, DEFENSE TECHNOLOGY SECURITY ADMINISTRATION  
DIRECTOR, DOD TEST RESOURCE MANAGEMENT CENTER  
DIRECTOR, OFFICE OF ECONOMIC ADJUSTMENT  
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES