



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549


IN REPLY
REFER TO: Director (D)

FEB 17 2012

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Prevention of Sexual Harassment

1. DISA is committed to maintaining a workforce free from harassment and retaliation and to ensuring all employees are aware this type of behavior will not be tolerated.
2. Sexual harassment is any unwelcome behavior of a sexual nature including but not limited to unwelcomed sexual advances, requests for sexual favors, physical conduct of a sexual nature, or other similar behavior. Sexual harassment is not limited to prohibited conduct by a male employee toward a female employee. A male, as well as a female, may be a victim of sexual harassment. Similarly, sexual harassment is not limited to the actions of a supervisory employee toward a non-supervisory employee; the harasser may be an agent of the employer, a supervisory employee who does not supervise the victim, a co-worker, or a nonemployee.
3. Employees who are uncertain about whether particular conduct constitutes sexual harassment, or otherwise violates applicable Equal Employment Opportunity (EEO) policy, should consult their Director, Commander, or Equal Employment Opportunity and Cultural Diversity Office for clarification.
4. All supervisors and employees of DISA are accountable for taking the necessary steps to prevent and eliminate sexual harassment in the workplace. Allegations of sexual harassment will be dealt with swiftly and fairly. Substantiated complaints of sexual harassment will result in appropriate disciplinary and/or adverse action, up to and including removal. Additionally, appropriate disciplinary and/or adverse action will be taken against anyone who retaliates against an employee for reporting harassment or cooperating with the investigation into allegations of sexual harassment.


RONNIE D. HAWKINS, JR.
Lieutenant General, USAF
Director