



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 1020.03
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J-1

SUBJECT: Prevention of Sexual Harassment

- References:
- (a) Deputy Secretary of Defense Memorandum, “Establishing Authority for Joint Task Force –National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified),” September 12, 2007
 - (b) Deputy Secretary of Defense Action Memorandum, “Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical,” January 15, 2009
 - (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
 - (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
 - (e) DoD Directive 1440.1, “Department of Defense Civilian Equal Employment Opportunity,” May 21, 1987

1. PURPOSE. In accordance with the authority in References (a) through (d) and the guidance in DoDD 1440.1 (Reference (e)), this Directive establishes policy and guidance to Joint Task Force National Capital Region Medical (JTF CapMed) personnel on the Commander’s Equal Employment Opportunity policy on prevention and elimination of sexual harassment in the workplace.

2. APPLICABILITY. This Directive applies to JTF CapMed and all Joint Medical Treatment Facilities in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. POLICY. It is JTF CapMed’s policy that:

a. The Commander, JTF CapMed provides a work environment free from all forms of illegal discrimination and especially from any conduct that is coercive such as sexual harassment.

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b. Sexual harassment is a form of discrimination that involves unwelcome sexual comments, advances, repeated and unsolicited request from sexual favors, or other verbal or physical conduct of a sexual nature when:

(1) Submission to such requests or conduct is made (either explicitly or implicitly) a term or condition of an individual's employment (e.g., threatening an individual's career, pay, job) in return for sexual favors.

(2) Submission to or rejection of such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment or tangible change in working conditions; and when the conduct creates an abusive workplace environment or interferes with an individual's work performance. Some behaviors that may contribute to a sexually hostile work environment include discussion of sexual activities, off-color jokes, sexually suggestive comments, displays, pictures, indecent gestures, and crude and offensive language.

4. RESPONSIBILITIES

a. Employees. Employees shall:

(1) Immediately report any discrimination and/or harassment that they experience or observe to the appropriate management official in or outside their chain of command. Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment.

(2) Take reasonable steps to avoid harm from unlawful harassment. Retaliation against an employee for reporting harassment or participating in an investigation is prohibited and, like harassment or discrimination, may subject an individual to disciplinary actions.

b. Leaders. Leaders shall:

(1) Be responsible and accountable for ensuring full compliance with this policy.

(2) Promptly inform the Equal Employment Opportunity Office of the claims and, if any, propose corrective actions.

(3) Support all claims investigations and processing to ensure claims are processed in accordance with procedures.

5. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

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6. EFFECTIVE DATE. This Directive is effective immediately.

A handwritten signature in black ink, appearing to read 'J. M. Mateczun', is positioned above the printed name.

J. M. MATECZUN
Vice Admiral, MC, U.S. Navy
Commander