



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

Anti-Harrassment

DP 500-14
January 18, 2011

Equal Employment Opportunity
OPR: DeCA/EE

1. PURPOSE. This policy provides guidance concerning the Defense Commissary Agency's (DeCA) anti-harrassment policy.

2. POLICY STATEMENT. It is my policy and the policy of the Agency that harrassment of coworkers, customers, or other persons in the DeCA workplace by employees or others is strictly prohibited. Harrassment, as used herein, is defined as:

a. Any verbal or physical conduct that tends to defame or show hostility or aversion toward any individual in the workplace because of his/her race, color, religion, gender, national origin, age, or disability, that has the purpose or effect of:

- (1) Creating an intimidating, hostile, or offensive work environment;
- (2) Unreasonably interfering with an individual's work performance; or
- (3) Otherwise adversely affecting an individuals employment opportunities.

b. Harrassing conduct includes, but is not limited to the following:

(1) Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, or disability;

(2) Written or graphic material that belittles or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability that is placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace; or

(3) Any other seemingly neutral act or conduct that can reasonably be anticipated to have the effect of creating the above adverse results in the workplace.

c. The standard for determining whether verbal or physical conduct, relating to race, color, religion, gender, national origin, age, or disability is sufficiently severe or pervasive to create a hostile or abusive work environment is whether a reasonable person in the same or similar circumstance would find the

conduct intimidating, hostile, or abusive. For the purposes of this policy, the "reasonable person" standard means consideration of the circumstances from the perspective of the recipient's or viewer's race, color, religion, gender, national origin, age, or disability. To this end:

(1) All employees are encouraged to come forward and report potentially harassing conduct before it becomes severe or pervasive.

(2) All employees have the right to file a complaint of harassment or to report an incident of harassment without the fear of retaliation. If requested and appropriate under the process, employees also have the right to anonymity concerning their complaint.

(3) Employees are not required to complain first to their supervisors about alleged harassment when the supervisor is the harasser. However, they are encouraged to follow their chain of command before filing with the local EEO office or DeCA EEO.

(4) Supervisors and managers are responsible for conducting prompt inquiry into complaints of harassment and reporting their findings to their chain of supervision for appropriate action.

d. I have zero tolerance for employee harassment as set forth above. Complaints of prohibited harassment within DeCA will receive immediate attention, to include a thorough investigation and swift corrective disciplinary action where appropriate.

3. RESPONSIBILITY. Supervisors and managers are responsible for maintaining an Agency environment free from harassing conduct. All managers and supervisors will share and communicate the contents of this policy to every DeCA employee. It is incumbent upon every employee to perform their duties and conduct themselves in such a manner that permits an opportunity for employees to grow professionally. I expect and will accept nothing less.

4. EFFECTIVE DATE. This Policy is effective immediately.



Joseph H. Jea
Director