



Defense Threat Reduction Agency

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MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Preventing Sexual Harassment

This is official notice to all personnel that sexual harassment, and all forms of illegal discrimination, will not be tolerated in the Defense Threat Reduction Agency (DTRA). Sexual harassment hinders our ability to accomplish our vital mission and contradicts our shared values of Integrity, Service, Excellence, Innovation and Teamwork.

All DTRA managers and supervisors are responsible and accountable for implementing this policy. You must set a clear example and continuously monitor work areas to prevent and promptly correct any sexually harassing behavior. The attachment clearly defines sexual harassment and specifically identifies guidelines for recognizing sexual harassment and action to take should it occur.

If you are the target of inappropriate behavior, I encourage you to seek assistance through your chain of command. If the problem is within your chain or you decide not to use this avenue, you should report it to the DTRA Equal Opportunity and Diversity Programs Office immediately. Individuals who bring complaint of harassment or provide information related to such complaints will be protected against retaliation. You have my assurance that I will protect the confidentiality of harassment complaints to the extent possible.

I will act swiftly and positively to ensure that all claims of sexual harassment are investigated and that appropriate corrective action is implemented for substantiated claims. Sexual harassment by military members is punishable under the Uniform Code of Military Justice and civilian employees will be disciplined as warranted.

I expect each of you to fully support this policy and give your personal commitment and active involvement to ensure a workplace free from sexual harassment.

A handwritten signature in black ink, appearing to read "Kenneth A. Myers".

Kenneth A. Myers
Director

Attachment:
As stated

The Equal Employment Opportunity Commission and the Department of Defense define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

This definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in concrete psychological harm to the victim, but rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive. ("Workplace" is an expansive term for military members and may include conduct on or off duty, 24 hours a day.) Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

The following are guidelines on actions to take should you experience inappropriate behavior that you consider to be sexual harassment.

- Ask the person to stop the offensive behavior and refrain from doing it again. In some cases, the harasser might not know the behavior is offensive or unwelcome. Be firm, clear, and specific about what is offensive.
- If the behavior continues, again tell the person who is harassing you and that the attention is unwelcome and illegal. Further, explain that you are going to report the behavior, if necessary, to resolve the problem. If the behavior is severe and it continues, report it immediately to the Equal Opportunity (EO) Office or directly to me.
- File an informal complaint with EO or if the behavior warrants, file a formal complaint.

I will ensure appropriate action is taken promptly, while fully protecting the target(s) of the harassment from retaliation. I will also protect the confidentiality of harassment complaints to the extent possible.