



DEFENSE THREAT REDUCTION AGENCY
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May 17, 2024

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Harassment in the Workplace

I will ensure the Defense Threat Reduction Agency (DTRA) continues to maintain an environment that is free of workplace harassment. Harassment erodes both trust and morale and ultimately impacts our ability to accomplish the mission. It is vital that all personnel uphold a culture that fosters high professional standards and integrity.

Harassment is unacceptable behavior and is a violation of Federal laws, regulations, and policies. Harassment comes in many forms, it can be oral, visual, written, or physical. Harassment becomes unlawful when (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe and pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment can also be unwelcome conduct exhibited toward someone based upon that person's race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 years and older), disability (physical or mental), genetic information, disability, or reprisal for participating in prior equal employment opportunity activities.

Managers and supervisors have the duty to act promptly to prevent and to eliminate all types of harassment. Supervisors and managers are to take prompt and immediate action to correct harassing behavior before it becomes severe and pervasive. Supervisors or managers must conduct an inquiry into any harassment allegations within 10 calendar days from receipt. If the manager or supervisor is unable to obtain all the facts, an investigation will be conducted. All information obtained from allegations of harassment must be kept confidential to the greatest extent possible. Retaliating or discriminating against an employee for reporting, filing a complaint, or cooperating with an inquiry or investigation into allegations of harassment is prohibited and will result in appropriate administrative or disciplinary action.

Civilian employees and military members who are subjected to harassment are encouraged to report the allegations immediately to a supervisor, their next level management, and or to the Anti-Harassment Program Manager at DTRA Ft Belvoir Org Mailbox DTRA Anti- Harassment Program (dtra.belvoir.org.mbx.dtra-anti-harassment-program@mail.mil).

Where the harassment is based on discrimination, the employee may choose to additionally file an equal employment opportunity complaint with the Equal Employment Opportunity (EO) Office. The complaint must be filed within 45 days of the alleged incident(s) by contacting EO at DTRA Ft Belvoir Org Mailbox DTRA EEO and Military Equal Opportunity Complaints (dtra.belvoir.org.mbx.dtra-eeo-and-meo-complaints@mail.mil).

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Director