



DEFENSE THREAT REDUCTION AGENCY
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JUN 16 2017

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy Statement on Prevention of Sexual Harassment

As Director of the Defense Threat Reduction Agency (DTRA), I unequivocally confirm my commitment to a workplace free from sexual harassment. It is the duty of every civilian employee and military member of DTRA to provide and maintain an environment of trust and respect for all employees. Sexual harassment has no place in the workplace. Such harassment adversely affects our mission and productivity and will not be tolerated.

Sexual harassment is prohibited and violates Title VII of the Civil Rights Act of 1964, as amended; and Section 2302 of Title 5, United States Code. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Everyone has a role and a responsibility in the prevention or elimination of sexual harassment by (1) examining his or her behavior on the job, (2) supporting this policy, and (3) notifying his/her supervisor or higher-level manager when there is a concern or incident. Managers and supervisors are accountable for enforcing standards of appropriate behavior.

Managers and/or supervisors must immediately report all instances of sexual harassment witnessed or brought to the manager/supervisor's attention immediately to our Equal Opportunity and Diversity Programs Office (J0XE) at (703)767-4451, dtra.belvoir.J0.mbx.eo-inbox@mail.mil or our Inspector's General Office (J0XI) at (703)767-5849. Managers and/or supervisors must not initiate any type of internal investigation related to alleged sexual harassment because it is of paramount importance that proper procedures for dealing with allegations of sexual harassment be appropriately addressed to ensure that individual rights are not violated.

I will not tolerate sexual harassment in the workplace. I expect swift actions to ensure that all claims of sexual harassment are thoroughly investigated. Violations will result in appropriate action against the offender(s) up to and including dismissal from federal service for civilian employees and action under the *Uniform Code of Military Justice* for military members. Management officials who fail to carry out their duty and responsibility under this policy may face disciplinary action.


Vayl Oxford
Director