



OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

10 OCT 2005

ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR ALL EMPLOYEES

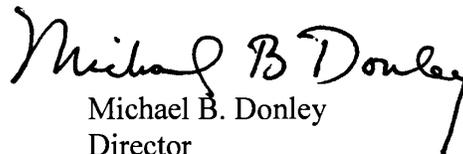
SUBJECT: Anti- Harassment Policy

Harassment based on race, color, religion, sex (including sexual harassment), national origin, age or disability is a form of discrimination that violates federal civil rights laws, and will not be tolerated within the workplace. All personnel (military, civilian and contractors) must prevent 1) hostile, intimidating or offensive work environments, 2) unreasonable interference with work performances, and 3) actions adversely affecting employment and progression opportunities. Such activities are counter-productive to the mission of the Department of Defense.

Sexual harassment is unlawful discrimination based upon unwelcome sexual advances such as: 1) requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct explicitly or implicitly affects an individual's employment; 2) unreasonably interferes with an individual's work performance; or 3) creates an intimidating, hostile, or offensive work environment.

Personnel are encouraged to report complaints of harassment to their supervisory chain or appropriate avenue of redress. Management officials will follow-up on harassment complaints by conducting a confidential, prompt and thorough investigation. When allegations are substantiated, immediate corrective action should be taken to eliminate harassing activity. Violators may be held accountable through disciplinary action. The law prohibits retaliation against employees who report or cooperate with any harassment inquiry. The Equal Employment Opportunity Programs Division staff can provide advice and assistance on this and other EEO-related matters. They may be contacted at (703) 699-1805.

All personnel are entitled to perform their duties in an environment free of harassment and unlawful discrimination. Your dedicated commitment to this policy provides a sound basis for each of us to achieve our stated goals and objectives successfully.


Michael B. Donley
Director

