



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES
1155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



October 12, 2022

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2023 Prevention of Harassment Policy

The Washington Headquarters Services (WHS), Office of Equal Employment Opportunity (EEO) Program (EEOP), is committed to honoring the diversity of the workforce and to ensuring all employees are treated with dignity and respect. All employees should maintain a work environment free of discrimination and illegal harassment. Inappropriate behavior becomes illegal harassment when it is unwelcomed, severe enough to alter an individual's working conditions, and is based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 years or older), disability, genetic information, and/or retaliation for opposing discriminatory practices or participating in the EEO process. Unlawful harassment extends to harassing comments posted on social media, including internet sites. All personnel must refrain from participating in conduct that is offensive, intimidates, or interferes with the work performance of others.

Employees who experience harassing conduct should immediately inform the offending individual that the conduct is inappropriate, offensive, and unwelcomed. Employees should also report the harassment to a direct supervisor or a manager at the higher level in their chain of command; EEOP; or Labor Management and Employee Relations Division, Human Resources Directorate, WHS. All personnel will treat claims of harassment as confidential, to the greatest extent possible.

We must maintain high standards of honesty, integrity, and conduct to ensure the public's trust. Managers, supervisors, and executives must proactively prevent harassment and protect from reprisal employees who report such activity. When harassment concerns are raised, the agency must conduct a prompt, thorough, and impartial inquiry into the matter. When related misconduct is substantiated, disciplinary action will be taken, up to and including removal of the harasser from Federal service.

Harassment adversely impedes the mission of the Department by impacting morale and productivity. EEOP advises and provides training on anti-harassment and other EEO-related matters. For more information, visit the EEOP Website at <https://www.whs.mil/EEOP/> or contact EEOP at (571) 372-0832 or whs.eeop@mail.mil.

Regina F. Meiners
Director

DISTRIBUTION:

Under Secretaries of Defense
Chairman of the Joint Chiefs of Staff
General Counsel of the Department of Defense
Director of Cost Assessment and Program Evaluation
Director of Operational Test and Evaluation
Chief Information Officer of the Department of Defense
Chief Judge of the U.S. Court of Appeals of the Armed Forces
Assistant Secretary of Defense for Legislative Affairs
Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency
Assistant to the Secretary of Defense for Public Affairs
Director of Administration and Management
Director of Net Assessment
Director, Defense Advanced Research Projects Agency
Director, Defense Legal Services Agency
Director, Defense POW/MIA Accounting Agency
Director, Pentagon Force Protection Agency
Director, Defense Technology Security Administration
Director, DoD Test Resource Management Center
Director, Office of Local Defense Community Cooperation
Director, Washington Headquarters Services