



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



FEB 13 2018

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Fiscal Year 2018 Prevention of Harassment Policy

Washington Headquarter Services (WHS), Office of Equal Employment Opportunity Programs (EEOP), is committed to honoring the diversity of the workforce and ensure 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 unwelcome, 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 Equal Employment Opportunity (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 the conduct is inappropriate, offensive, and unwelcome. Employees should also report the harassment to a direct supervisor or a manager at the higher level in their **chain of command**, the EEOP, or the Labor and Management Employee Relations Division, WHS Human Resources Directorate. Claims of harassment will be held confidential by all personnel to the greatest extent possible.

We must maintain high standards of honesty, integrity and conduct to ensure the public 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 <http://www.whs.mil/equal-employment-opportunity-and-diversity/laws-and-regulations> or contact EEOP at (571)372-0832, or whs.diversity@whs.mil.

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Barbara A. Westgate
Director

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