



DEPARTMENT OF DEFENSE
WASHINGTON HEADQUARTERS SERVICES

1 155 DEFENSE PENTAGON
WASHINGTON, DC 20301-1155



MEMORANDUM FOR: SEE DISTRIBUTION

OCT 5 2011

SUBJECT: Anti-Harassment Policy

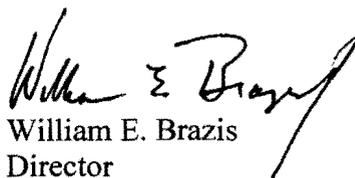
It is Washington Headquarters Services (WHS) policy to maintain a work environment free of harassment without regard to race, color, religion, sex, national origin, age (40 years and older), disability, genetic information, and retaliation/reprisal for participating in the Equal Employment Opportunity (EEO) process or opposing a discriminatory practice.

Inappropriate behavior becomes harassment when it is unwelcome and impacts any person in the workplace severely enough to alter the working conditions in an organization. All employees, federal and contractors alike, are to refrain from participating in conduct that offends, intimidates, or interferes with the work performance of others.

Employees who encounter harassment are encouraged to inform the individual immediately that their conduct was inappropriate, offensive, and unwelcome. If the harassment continues, they should notify the proper chain of command or the EEO Programs (EEOP) office to report the allegation.

Each supervisor, manager, and executive is responsible for ensuring that the work environment is free of harassment. The agency has an obligation to conduct a prompt, thorough, and impartial inquiry into any matter where harassment is suspected or when a specific allegation is brought to the agency's attention. If there is evidence of misconduct, immediate and appropriate corrective action shall be taken.

The EEOP staff is available to advise all WHS employees and components serviced by WHS Human Resources Directorate, including directors, managers, and supervisors, on anti-harassment and other EEO-related matters. For more information, contact EEOP at (571) 372-0832 or diversity@whs.mil.


William E. Brazis
Director



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