



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES

1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155

JUL 29 2010



MEMORANDUM FOR ALL WASHINGTON HEADQUARTERS SERVICES (WHS)  
PERSONNEL

SUBJECT: Anti-Harassment Policy

WHS shall not tolerate harassment based upon race, color, religion, sex (including sexual harassment), national origin, age (40 years and older), disability (mental and physical), or for the participation in equal employment opportunity (EEO) protected activity.

Inappropriate behavior becomes "harassment" when it is unwelcome, based on a protected class cited above, and severe enough to alter the conditions of the victim's employment. Harassment can take two primary forms: hostile work environment and tangible employment action. All personnel and contractors must avoid behaviors that offend, intimidate, or interfere with the work performance of others.

If you encounter harassment, I encourage you to take a stand immediately and tell the individual that the behavior is inappropriate, offensive, and unwelcome. If you believe you are being harassed you should use your chain of command to report the allegation.

Leadership 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 WHS Equal Employment Opportunity Programs (EEOP) staff is available for advice and assistance on this and other EEO-related matters. The EEOP staff may be reached (703) 699-1805 or email [diversity@whs.mil](mailto:diversity@whs.mil).

  
William E. Brazis  
Director