



DEPARTMENT OF DEFENSE  
DEFENSE MEDIA ACTIVITY  
6700 TAYLOR AVENUE  
FORT MEADE, MD 20755-7061

PUBLIC AFFAIRS

MEMORANDUM FOR ALL DEFENSE MEDIA ACTIVITY PERSONNEL

SUBJECT: Policy Memorandum #4 - Policy on Prevention of Workplace Harassment

It is the policy of Defense Media Activity (DMA) to provide employees with a work environment that is free from harassment. DMA personnel are responsible for acting professionally, not participating in harassing conduct, and promptly reporting such conduct.

This policy strives to prevent harassing conduct from reoccurring or to eliminate harassment before it becomes severe or pervasive enough to violate the law. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability or genetic information, or retaliation for previous EEO activity. Harassment becomes unlawful where:

- 1) enduring the offensive conduct becomes a condition of continued employment, or
- 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Such conduct will not be tolerated in the workplace regardless of the means of delivery. This includes but is not limited to, verbal communication, electronic mail, text messaging, or any other form of written or electronic communication.

An individual who has witnessed harassment or believes he or she has been the target of harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome, offensive and must stop. If he or she does not wish to communicate directly with the offending person, or if such communication has been ineffective, the matter should be reported to anyone in the supervisory chain of command/authority or to the DMA Office of Diversity Management and Equal Opportunity (DMEO) at 301-222-6752, DSN 733-4752 or [dma.meade.hqdma.mbx.dma-eo@mail.mil](mailto:dma.meade.hqdma.mbx.dma-eo@mail.mil).

Supervisors who observe, are informed of, or reasonably suspect incidents of possible harassment must conduct an internal inquiry within 10 days of receiving the harassment complaint and report such incidents to DMEO. Failure to do so will be considered a violation of this policy and may result in disciplinary action. The Office of DMEO will provide guidance on investigating and handling the potential harassment in a thorough and impartial manner, and assist supervisors with ensuring that they reach a decision and, if necessary, take corrective action within 60 days of receipt of the harassment complaint.

Supervisors should take effective measures to ensure no further apparent or alleged harassment occurs pending completion of an investigation, to include providing interim relief if appropriate. Information provided to officials will remain confidential to the extent possible and retaliatory action against an employee who raises a claim of harassment of any kind will not be tolerated.

Where allegations of harassment are substantiated, supervisors and managers must take immediate and appropriate corrective and disciplinary actions, up to and including removal. DMA personnel who knew or should have known of unlawful harassment but failed to report or stop the behavior will be subject to appropriate discipline.

The internal inquiry is a management responsibility and is not part of the Equal Employment Opportunity (EEO) complaint process. Any employee who desires to initiate an EEO complaint alleging harassment must contact an EEO counselor or DMEO at 301-222-6752, DSN 733-4752 or [dma.meade.hqdma.mbx.dma-eeo@mail.mil](mailto:dma.meade.hqdma.mbx.dma-eeo@mail.mil), within 45 calendar days of the date of the alleged harassment. The management inquiry does not have an impact on the EEO time requirement. Therefore, employees may not wait until after an inquiry is conducted to enter into the EEO process.

H.E. Pittman  
Acting Director