



DEPARTMENT OF DEFENSE
DEFENSE MEDIA ACTIVITY
6700 TAYLOR AVENUE
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PUBLIC AFFAIRS

MEMORANDUM FOR ALL DEFENSE MEDIA ACTIVITY PERSONNEL

SUBJECT: Policy on Prevention of Workplace Harassment

It is the policy of Defense Media Activity (DMA) that all DMA personnel are responsible for acting professionally, not participating in harassing conduct, and promptly reporting such conduct. Harassment is any unwelcome verbal or physical conduct that demeans or shows hostility or aversion toward an individual that has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile or offensive work environment.

Harassment can include sexual harassment, but does not have to be of a sexual nature. In the workplace, sexual harassment or harassment based on race, national origin, color, religion, sex (including pregnancy and gender identity), sexual orientation, parental status, age, disability, family medical history or genetic information is against the law and will not be tolerated. Harassment in reprisal for opposition to discrimination or participation in discrimination complaint proceedings is also unlawful.

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 or dma.meade.hqdma.mbx.dma-eeo@mail.mil.

Supervisors who observe, are informed of, or reasonably suspect incidents of possible harassment must immediately report such incidents to DMEO, which will initiate or oversee a prompt investigation. Failure to do so will be considered a violation of this policy and may result in disciplinary action. DMEO will provide guidance on investigating and handling the potential harassment. 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.

Where allegations of harassment are substantiated, appropriate corrective action will be taken in accordance with the DMA operating instruction on discipline. 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.


Ray B. Shepherd
Director