



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

April 11, 2023

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 includes but is not limited to 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 may also be based on other reasons not related to the factors above. 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-eeo@mail.mil.

Supervisors who observe, are informed of, or reasonably suspect incidents of possible harassment must immediately report such incidents to the Chief Operating Officer (COO) at dma.meade.hqdma.mbx.dma-management-activities-inquiries@mail.mil for an internal inquiry to begin within 10 days. Failure to do so will be considered a violation of this policy and may result in disciplinary action. Upon receipt of a complaint, the COO (per the DMA Management Inquiry process), will determine if the harassment is based on EEO or other factors and either refer the complaint to DMEO or coordinate the assignment of an investigator to conduct a prompt, thorough, and impartial management inquiry of the initial harassment allegation, and collaborate with the appropriate officials ensuring a decision is reached and, if necessary, take corrective action (s) 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, 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 the EEO process.

H.E. Pittman
Director