



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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SEP 21 2012

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) PERSONNEL

SUBJECT: Policy on Prevention of Sexual Harassment

The Defense Logistics Agency (DLA) policy is "Zero Tolerance" for sexual harassment. It will not be tolerated in any form at any level. Corrective action will be taken when any manager, supervisor, or employee is found to have violated this policy.

Harassment is unwelcome, hostile, or offensive conduct based on race, color, sex (pregnancy and gender orientation), sexual orientation, religion, national origin, age, disability, genetic information, or reprisal that interferes with work performance, or creates an intimidating, hostile, or offensive environment.

Sexual harassment is unwelcome sexual advance, request for sexual favors, or verbal, written, or physical conduct of a sexual nature by a military or civilian manager, supervisor, or employee or a non-employee (contractor). Offensive conduct may be sexual harassment when: submission or rejection of the conduct is explicitly or implicitly a condition of employment; submission or rejection of the conduct is a basis for employment decisions, or; the conduct interferes with work performance or creates a hostile place in which to work. A victim is anyone affected by the conduct, not just the person at which the conduct is directed.

Anyone who believes they are a victim of sexual harassment should tell the alleged harasser the behavior is inappropriate, unwelcome and must stop. They should also tell a supervisor, someone else in the chain of command, or their DLA Equal Employment Opportunity (EEO) officials of the behavior. Any employee who sees actions that could be sexual harassment should report the behavior to a management official. All reports of sexual harassment will be investigated fully and promptly. There will be no retaliation for reporting sexual harassment or filing a sexual harassment complaint.

Management must ensure the workplace is harassment free. Managers and supervisors will inform all military and civilian personnel or DLA contractors of this policy. Managers and supervisors will immediately report all allegations of sexual harassment to their EEO office. The best way to eliminate harassment is prevention.

A handwritten signature in black ink, appearing to read "M. Harnitchek", is written over a horizontal line.

MARK HARNITCHEK
Vice Admiral, USN
Director