



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221**

DEC 18 2020

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Policy Statement on Equal Employment Opportunity (EEO)

Equality of opportunity for our workforce is one of DLA's unwavering endeavors. Equality, diversity, and inclusion for everyone are not just principles; they are integral components to accomplishing DLA's mission and strategic goals.

Workplace discrimination (including harassment) of any kind directed towards an individual or group of individuals who are singled out and treated differently because of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), disability, and genetic information is prohibited. Retaliation against individuals engaged in protected EEO activity (includes participating in the EEO complaint process and opposing discriminatory practices or actions) is also prohibited.

DLA is committed to ensuring a workplace free from unlawful discrimination, harassment, and retaliation, and expect no less than complete support by all supervisors and employees. Supervisors and employees will adhere to EEO policies and regulations, and refrain from engaging in acts of discrimination. Employees that observe acts of discrimination must report such matters to the appropriate officials. Supervisors who observe acts of discrimination to include acts of harassment, must address such matters immediately, to include disciplining subordinates found to have discriminated, and providing remedies for individuals harmed.

Any person who believes they have been subjected to workplace discrimination because of their race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), disability, genetic information and/or prior protected EEO activity should immediately raise their concerns with their chain of command. When such matters are raised, supervisors and employees will make a good faith, constructive effort to reach mutually agreeable solutions. To fully understand all available options, employees are also encouraged to contact the EEO office no later than 45 calendar days from the date of the alleged discriminatory act.

As DLA continues to achieve new levels of performance and accountability, and customer satisfaction in everything we do, it is vital that all employees have a role in eradicating workplace discrimination, be a beacon of dignity and mutual respect, and embrace equal opportunity and inclusiveness for everyone.

For more EEO information, please visit the DLA EEO website at www.dla.mil/EEO.

A handwritten signature in black ink, appearing to read "McSkubic", is positioned above the printed name of the Director.

M. C. SKUBIC
Vice Admiral, SC, USN
Director