



**DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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**DEC 18 2020**

MEMORANDUM FOR ALL DEFENSE LOGISTICS AGENCY (DLA) EMPLOYEES

SUBJECT: Statement on Prevention of Sexual Harassment (POSH) and Sexual Assault Prevention and Response (SAPR)

The Defense Logistics Agency (DLA) has zero tolerance for sexual harassment or sexual assault. DLA is committed to eliminating incidents of sexual harassment and sexual assault through awareness and prevention, training, victim advocacy, reporting, and accountability.

**Sexual Harassment** is a form of gender discrimination that usually occurs in a work setting, and involves unwelcome sexual advances, requests for sexual favors, obscene remarks, or physical conduct of a sexual nature. Such conduct must be so objectively offensive as to alter the conditions of the victim's employment, i.e., 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 may be anyone affected by the conduct, not just the person at which the conduct is directed.

If you think you have been sexually harassed, attempt to eliminate the harassment by telling the harasser that the behavior is inappropriate, unwelcome, and that it must stop. If the behavior continues, elevate the issue to your supervisor (next level of supervision if the incident involves your supervisor). Contact your servicing Equal Employment Opportunity (EEO) official within 45 calendar days. Any employee who observes conduct that could be sexual harassment should report the behavior to a management official. Supervisors and managers will immediately report all allegations of sexual harassment to the EEO office. All reports of sexual harassment will be investigated fully and promptly. For more information, visit the [www.dla.mil/EEO](http://www.dla.mil/EEO).

**Reporting Retaliation.** An employee who believes that he or she has been the subject of retaliation in violation of this policy should immediately report the matter to the supervisor of the person engaging in the retaliatory conduct (if known), or to their servicing EEO office. Employees who witness retaliatory conduct directed toward others should report the matter to the next level supervisor in the chain of command.

**Sexual Assault** is a crime. It is intentional sexual contact, characterized as using force, threat, abuse of authority, or when the victim does not or cannot consent. This includes rape, nonconsensual sodomy, indecent assault, or any attempts to commit these acts. Sexual assault can occur without regard to gender, spousal relationship, or age of the victim. Sexual assault is a crime punishable under the United States Code of Military Justice, as well as state and federal laws. It is investigated only by military or civilian law enforcement.

If you have been sexually assaulted, find a safe environment, away from the offender. Call the DLA SAPR Hotline 24/7: 1-800-841-0937 or DSN: 392-767-1133; DOD Safe Helpline 877-995-5247. Seek emergency medical attention, if necessary.

DLA employees are strongly encouraged to report all incidents of sexual assault to the Sexual Assault Response Coordinator (SARC). Co-workers are encouraged to seek help and information from the SARC. Commanders, Directors, Supervisors, DLA Police, DLA Office of the Inspector General, and DLA Equal Employment Opportunity office will contact assigned SARC or the DLA SAPR Hotline for all alleged sexual assault incidents brought to their attention. For more information visit <https://www.dla.mil/Info/SAPR.aspx>

DLA takes sexual harassment and sexual assault very seriously. Administrative action will be taken for DLA employees who are found to have committed sexual harassment and sexual assault. POSH/SAPR training is a mandatory annual requirement for civilian employees and supervisors, as well as for military members who supervise civilians. The training is available through live interactive sessions or the DLA Learning Management System.

DLA has a strong culture of inclusion and diversity and it is our responsibility to eradicate these inappropriate behaviors and provide DLA personnel with a safe workplace.



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Director