



DEFENSE LOGISTICS AGENCY
TROOP SUPPORT
700 ROBBINS AVENUE
PHILADELPHIA, PENNSYLVANIA 19111-5092

D

June 28, 2019

COMMANDER'S PERSONAL POLICY STATEMENT
NO. 02

MEMORANDUM FOR ALL DLA TROOP SUPPORT EMPLOYEES

SUBJECT: Sexual Harassment

DLA Troop Support's policy on sexual harassment is clear: Sexual harassment in any form, is illegal, nonproductive, inconsistent with our organizational philosophy, and will not be tolerated.

Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. It is unwelcomed behavior, adversely affecting an individual's employment or performance and creating an intimidating or hostile work environment.

All employees must be afforded the opportunity to work in an environment free from unwelcomed or unsolicited physical contacts of an intimate nature, unwelcomed verbal sexual activities, graphic commentaries about an individual's body, sexually degrading words to describe the anatomy, and sexually explicit jokes, objects or pictures. Management officials and employees must do their part to insure this policy is strictly enforced.

Any employee who believes he/she is a victim of sexual harassment has the right to seek redress without fear of reprisal or retaliation. Employees may discuss the matter with their supervisor, the next level of management, the DLA Human Resource Center-Columbus (DHRC-C) or the Equal Employment Opportunity (EEO) Office. The EEO Office is located in Building 36-2. Supervisors/managers will promptly coordinate with DHRC-C and EEO any complaints that are brought to their attention. Complaints will be immediately investigated and solutions or remedial actions will be found or taken, as necessary.

Prevention is the best tool for elimination of sexual harassment. I hold the DLA Troop Support leadership accountable for taking all steps necessary to prevent sexual harassment from occurring by communicating this policy and by encouraging any employee who feels they are experiencing sexual harassment in the workplace to come to you for assistance.

For additional information, please contact DLA Troop Support's EEO Complaint Manager, Ms. Marquita Dobbins, EEO Office, at X2318.

Commander's Personal Policy Statement No. 2, dated Aug 17, 2018, is hereby superseded.

A handwritten signature in black ink, appearing to read 'G. Lawrence', with a stylized flourish at the end.

GAVIN A. LAWRENCE
Brigadier General, USA
Commander