



DEFENSE SECURITY SERVICE

27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

SEP 2 2016

MEMORANDUM FOR DEFENSE SECURITY SERVICE PERSONNEL

SUBJECT: Policy Memorandum 16-006, Zero Tolerance of Harassment

POINT OF CONTACT: [Office of Diversity, Inclusion and Equal Employment Opportunity](#)

It is Defense Security Service policy to provide employees and contract personnel with a work environment that is free from harassment. DSS prohibits harassment on the basis of race, color, national origin, religion, sex (whether or not of a sexual nature, and including pregnancy and gender identity), disability, age (40 years or older), reprisal, protected genetic information, marital status, parental status, political affiliation, sexual orientation, and based on retaliation for participation in protected activities. All employees and contract personnel must remain cognizant of this policy and must conduct themselves in a manner beyond reproach when interacting with each other and with anyone conducting business with DSS. Managers and supervisors must also communicate and apply this policy in their workplace.

Workplace harassment is any form of unwelcome, pervasive, persistent, unsolicited verbal, non-verbal, or physical conduct that is so objectively offensive that it alters the victim's terms or conditions of employment, either by culminating in a tangible employment action or by being sufficiently severe or pervasive as to unreasonably interfere with an employee's work performance. The use of derogatory words, phrases, epithets, gestures, pictures, drawings, or cartoons can create an intimidating and hostile work environment and will not be tolerated in the workplace regardless of the means of delivery to include, but not limited to, non-verbal or verbal communication, electronic mail, text messaging, or any other form of written or electronic communication.

The intent of this policy is to prevent harassing conduct. Supervisors must take appropriate preventive and corrective actions to stop any form of unprofessional, bullying, abusive, or harassing conduct. We must strive to not only accomplish our mission but to maintain a workplace free of harassing conduct. All employees and contract personnel are charged with creating a productive environment where we can all do our best work and where we model DSS values of civil behavior, treat one another professionally, and address concerns promptly and appropriately.

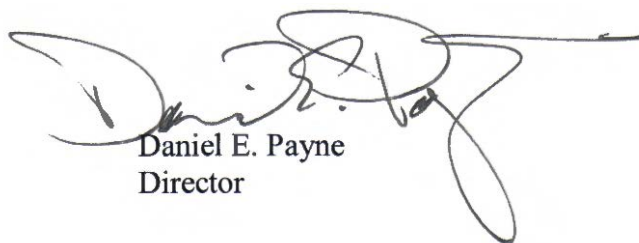
All personnel are strongly encouraged to report incidents of harassment to their immediate supervisor. Where practical, anyone experiencing harassment should also make their objections known immediately to the harasser. Allegations involving an immediate supervisor should be reported to a higher level management official. Anyone witnessing an incident of harassment should bring it to the attention of an appropriate official as soon as possible. For harassment related to equal employment opportunity (EEO)-protected statuses or in retaliation for EEO-protected activity, employees and contract personnel should also contact the DSS

Office of Diversity, Inclusion, and Equal Employment Opportunity at (571) 305-6737 or at dss.quantico.dss.hq.mbx.eeo@mail.mil. To the extent possible, the confidentiality of those bringing harassment claims will be protected.

I will not tolerate any form of harassment, nor will I tolerate reprisal directed against any individual who raises a claim of harassment of any kind or against any individual who provides information in good faith related to such claims. DSS takes all allegations of harassment seriously and supervisors and managers must take immediate action to conduct a prompt, thorough, and impartial inquiry into reports of harassment. The supervisory inquiry must be initiated normally within 10 business days of learning of the harassment claim, and reported to the Human Capital Management Office (Employee Relations). The inquiry is a management responsibility, is not part of the EEO complaint process, and should be initiated into claims of harassment regardless of whether the complaining employee pursues an EEO complaint. The inquiry is intended to gather facts and to provide a basis, when warranted, for immediate and appropriate corrective action to eliminate harassing conduct. Any employee found to have participated in harassment of any kind will be subject to appropriate administrative or disciplinary action, which may include removal from federal service. Administrative or disciplinary action will also be taken against supervisors and managers who do not carry out their responsibilities under this policy.

Any employee who also desires to initiate an EEO complaint alleging harassment must contact the EEO Office within 45 calendar days of the date of the alleged harassment. The supervisory inquiry does not affect the EEO complaint filing time requirement. Therefore, employees who wish to file an EEO complaint should not wait until after a supervisory inquiry is conducted, as failure to seek EEO counseling within 45 days may result in dismissal of the EEO complaint due to untimely filing.

If you have any questions or require additional information on this policy, contact the Office of Diversity, Inclusion and Equal Employment Opportunity at 571-305-6737 or at dss.quantico.dss.hq.mbx.eeo@mail.mil. A copy of this policy will be posted on the intranet and all DSS bulletin boards. The policy will be provided to new employees and contract personnel during on-boarding and to new supervisors within 30 business days of assumption of supervisory duties, and annually thereafter. This memorandum supersedes the August 10, 2015, Equal Employment Opportunity and Anti-Harassment Policy.



Daniel E. Payne
Director