



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

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QUANTICO, VA 22134-2253

AUG 01 2019

MEMORANDUM FOR DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY PERSONNEL

SUBJECT: Policy Memorandum 19-009, Workplace Harassment

POINT OF CONTACT: [Office of Diversity and Equal Opportunity \(DEO\)](#)

All DCSA employees, contractor personnel, and detailed personnel are entitled to a work environment that is free from harassment. DCSA 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 on participation in protected activities. All DCSA personnel must conduct yourselves in a manner that is beyond reproach when interacting with each other and with anyone conducting business with DCSA.

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 severe or pervasive enough that it unreasonably interferes with an employee's work performance. Using 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. This applies regardless of whether it occurs in non-verbal or verbal communication, e-mail, text messaging, or any other form of written or electronic communication. Harassment can be generalized or may be discriminatory harassment, sexual harassment, bullying, hazing, and/or retaliation/reprisal for engaging the equal employment opportunity (EEO) process or otherwise reporting allegations of discrimination in the workplace.

I expect managers and supervisors to communicate and enforce this policy in your work areas. You must take swift and appropriate preventive and corrective actions to stop any form of unprofessional, bullying, abusive, or harassing conduct. You must also maintain the privacy and confidentiality of all individuals who report harassment to the extent possible.

I encourage all personnel to report incidents of harassment to your immediate supervisor and, where practical, make your 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 an EEO-protected status or in retaliation for EEO-protected activity, you can also contact the DEO Office at (571) 305-6737 or dcsa.eeo@mail.mil.

I reaffirm that 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. 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. It is a management responsibility separate from 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 wants to initiate an EEO complaint alleging harassment must contact the DEO Office within 45 calendar days of the date of the alleged harassment. The supervisory inquiry is independent of the EEO complaint process, so it's important to seek EEO counseling within the 45-day deadline without regard to the status of the supervisory inquiry.

If you have any questions or would like more information, contact the DEO Office at (571) 305-6737 or dcsa.eeo@mail.mil. A copy of this policy will be posted on the intranet and all DCSA 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 March 18, 2019, Policy Memorandum 19-004, Workplace Harassment.



Charles S. Phalen, Jr.
Acting Director