



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY

27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

Policy Memorandum 20-004, Workplace Harassment

Effective Date: December 18, 2020

Reference: DoD Instruction [1020.04](#), "Harassment Prevention and Responses for DoD Civilian Employees," June 30, 2020

Point of Contact: [Diversity and Equal Opportunity \(DEO\) Office](#)

Supersedes: Policy Memorandum 19-009, "Workplace Harassment," August 1, 2019

Applicability. This policy applies to DCSA employees, personnel detailed or assigned to DCSA (e.g., via joint duty assignments or internships), and contractor personnel.

Policy. Workplace harassment is defined in the reference as behavior that is unwelcome or offensive to a reasonable person and that creates conditions that interfere with work performance or creates an intimidating, hostile, or offensive work environment.

DCSA maintains a "zero tolerance" policy against all forms of workplace harassment, whether that harassment constitutes unlawful criminal activity, inappropriate discrimination, or interference with an efficient workplace. This prohibition applies to all methods and forms of communication, whether verbal, non-verbal, or written communications. Employees in a supervisory role, as leaders in this agency, are responsible for fostering a culture in the workplace that promotes treating all personnel professionally and with dignity and respect. When leaders are made aware of any incident of workplace harassment, they must take swift and appropriate corrective action. Leaders must also maintain the privacy and confidentiality of individuals who report harassment to the greatest extent possible.

Personnel should report incidents of harassment to their immediate supervisor and, when practical, make their objections known to the harasser. Allegations involving an immediate supervisor should be reported to a higher level management official. Anyone witnessing an incident of harassment should notify the appropriate official as soon as possible.

Supervisors who receive an allegation of harassment must initiate a prompt, thorough, and impartial supervisory inquiry within 10 business days. Supervisory inquiries should gather facts and provide a basis, when warranted, for immediate and appropriate corrective action to eliminate harassing conduct. Employees found to have participated in harassment 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 described in this memorandum.

DCSA personnel who believe they have been subjected to unlawful discriminatory harassment (which may include retaliation for EEO activity) should contact the DEO Office.

DCSA personnel who wish to initiate an EEO complaint should contact the DEO Office within 45 calendar days of the alleged harassment. Because the supervisory inquiries described in the prior paragraph are independent of the EEO complaint process, EEO counseling must be initiated within the 45-day deadline regardless of the status of a supervisory inquiry if the employee wishes to seek redress through the EEO complaint process. Individuals with hearing or speech impairment who need assistance may contact Dr. Carey Williams at (571) 305-6297 or carey.j.williams2.civ@mail.mil.

Criminal activity, either reported in conjunction with a harassment allegation or identified during the process of responding to the harassment allegation, must be immediately reported to the appropriate law enforcement agency. The Office of Security at DCSA headquarters can assist with such notification.

This policy will be provided to new employees and contract personnel during onboarding and within 30 business days of assumption of supervisory duties, and annually thereafter. A copy of this policy will be posted on the DCSA intranet and all bulletin boards.

William K. Lietzau
Director