



Defense Threat Reduction Agency

8725 John J Kingman Road MSC 6201
Ft Belvoir, VA 22060-6201

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MEMORANDUM FOR ALL DEFENSE THREAT REDUCTION AGENCY PERSONNEL

SUBJECT: Policy Statement on Discrimination and Harassment

The Defense Threat Reduction Agency (DTRA) policy regarding discrimination recognizes that harassment whether based on race, color, sex, religion, national origin, age, and disability (physical or mental), as well as reprisal for participating in the discrimination complaint process, is a form of discrimination and is unlawful.

Harassment in the form of verbal or physical sexual advances, sexually, or racially explicit derogatory material or statements will not be tolerated. Disciplinary action, up to and including removal from Federal service, will be taken against those who participate in such behavior, as well as against supervisors who knowingly allow such conduct to continue. Harassment by military members is punishable under the Uniform Code of Military Justice.

Examples of improper conduct include, but are not limited to:

- Verbal harassment – such as epithets, derogatory comments, demeaning jokes, and slurs.
- Physical harassment – such as assaults or unwelcome touching, impeding or blocking movements by physical interference.
- Verbal harassment – such as derogatory or demeaning cartoons, graffiti or gestures.
- Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when:
 - ✓ Submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment, promotion, demotion or other personnel decisions.
 - ✓ The purpose or effect of such conduct is to interfere with an individual's work performance, or to create a hostile or intimidating environment. Whether such conduct is intimidating, hostile, or offensive is determined by the perception of the recipient, witnesses, or others affected by the conduct, not by the person who initiates the conduct.

Persons bringing action under this policy are encouraged to seek assistance through their chain of command. If the problem is within your chain or if you do not want to use this avenue, you should report it to the DTRA Equal Opportunity (EO) Office immediately. Individuals wanting to file a complaint should contact the EO Office within 45 calendar days from the date of the occurrence. Additional information regarding complaint processing is available on the DTRA website at www.dtra.mil.

Retaliation against persons who report or provide information about harassment or behavior that might constitute sexual harassment is also strictly prohibited. Any act of reprisal, including internal interference, coercion, and restraint by an employee or by one acting on behalf of the agency, violates this policy and will result in appropriate disciplinary action.

I will consider all allegations to be extremely serious matters and will act expeditiously and appropriately to investigate all claims and will implement appropriate corrective action for those that are substantiated. This policy is not intended to stifle normal healthy relationships among employees, but rather is intended to promote a healthy professional environment free from harassment and discrimination.



TRUDY H. CLARK
Maj Gen, USAF
Acting Director