DEFENSE SECURITY SERVICE
27130 TELEGRAPH ROAD
QUANTICO, VA 22134

FEB 27 2014

MEMORANDUM FOR DEFENSE SECURITY SERVICE EMPLOYEES

SUBJECT: Equal Employment Opportunity (EEO) and Anti-Harassment Policy

This policy statement reaffirms my commitment to prohibit sexual and non-sexual harassment in the Defense Security Service. Managers, supervisors, and employees must remain cognizant of this policy and continue to conduct themselves in a manner that is beyond reproach, not only in their interactions with each other, but also with all persons conducting business at or with DSS.

Harassment is a form of discrimination based on race, color, national origin, sex (including pregnancy or childbirth), religion, age (40 or over), disability (physical or mental), sexual orientation, marital status, parental status, political affiliation, genetic information, or retaliatory actions for participation in protected activities. Harassment includes any unwelcome verbal or physical conduct, comment, or display that demeans, disparages, aggravates, intimidates, or causes humiliation or embarrassment to another person based on any of the above protected characteristics. Harassment occurs when the behavior can reasonably be considered to adversely affect the work environment or when an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature, which explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Prevention is the best tool to eliminate harassment in the workplace. All employees have a personal responsibility to create and maintain a workplace that is free from harassment by refraining from discriminatory or harassing behavior. Supervisors must take appropriate preventive or corrective actions to stop any form of harassment, including sexual harassment. I will not tolerate any forms of harassment, nor will I tolerate reprisal directed against any individual who complains about harassment or participates in the EEO complaint process. DSS takes all allegations of harassment seriously and ensures an impartial investigative process. We will use appropriate administrative or disciplinary action, up to and including termination of employment, to address all substantiated complaints.

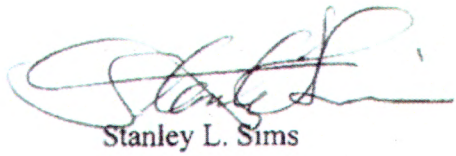
Employees should immediately address and resolve incidents of harassment at the lowest possible level. Employees experiencing harassment should document such incidents and, where practical, make their objections known immediately to the harasser or appropriate supervisor. Anyone witnessing an incident of harassment should bring it to the attention of an appropriate official as soon as possible.

If an informal attempt at resolution fails or is impractical, an employee may seek relief from harassment based on one or more of the prohibited bases cited above by contacting an EEO counselor. Allegations of harassment based on race, color, national origin, sex (including pregnancy or childbirth), religion, age (40 or over), disability (physical or mental), genetic information, or retaliation may be brought to the attention of an EEO counselor:

- within 45 days of the date of the matter alleged to be discriminatory; or
- in the case of a personnel action, within 45 days of the effective date of the action; or
- within 45 days of the date the employee became aware of the alleged action.

Allegations of harassment based on sexual orientation, parental status, marital status and political affiliation are not covered by Title VII of the Civil Rights Act, as amended, or other Federal anti-discrimination laws. Complaints alleging harassment on these bases may be brought to the attention of a DSS EEO counselor or the DSS EEO Office, and will be handled in accordance with this policy. However, complainants alleging discrimination on these bases have no statutory appeal rights to the Equal Employment Opportunity Commission. Allegations of discrimination based on political affiliation, marital status or sexual orientation may also be brought to the DSS or DoD Inspector General or, under limited circumstances, to the attention of the U.S. Office of Special Counsel, 1730 M Street NW, Suite 218, Washington, DC 20036; or to the U.S. Merit Systems Protection Board, 1615 M Street NW, Washington, DC 20419.

A copy of this policy will be posted on the intranet and all DSS bulletin boards. For questions concerning workplace harassment, please contact Ms. Carolyn Lyle in the Office of EEO at (571) 305-6726. This memorandum supersedes the July 1, 2011, Equal Employment Opportunity and Anti-Harassment Policy.



Stanley L. Sims
Director