



DEFENSE SECURITY SERVICE
1340 BRADDOCK PLACE
ALEXANDRIA VA 22314

DEC 20 2010

MEMORANDUM FOR ALL DEFENSE SECURITY SERVICE EMPLOYEES

SUBJECT: Anti-Harassment Policy Statement

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

Harassment is a form of discrimination which may be based on race, color, national origin, sex (including sexual harassment), religion, age (40 or over), disability (physical or mental), sexual orientation or retaliation harassment. It is any objectionable verbal or physical conduct, comment, or display which demeans, disparages, aggravates, intimidates, or causes humiliation or embarrassment to another person.

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 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 preventative or corrective actions to stop any form of harassment, including sexual harassment from occurring. I will not tolerate any forms of harassment, nor will I tolerate reprisal directed against any individual who complains about harassment or participates in an Equal Opportunity (EEO) complaints process. DSS takes all allegations of harassment seriously, investigates objectively, and if substantiated, will use appropriate disciplinary action, up to and including termination of employment.

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 immediately known to the harasser or appropriate supervisor. If you witness incident(s) of harassment, you should bring it to the attention of an appropriate official.

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 in paragraph (2) by contacting an EEO Counselor within 45 days of the date of the matter alleged to be discriminatory or in the

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 in paragraph (2) by contacting 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 the date when the employee became aware of the alleged action.

A copy of this policy is to be posted on all DSS bulletin boards. For questions concerning workplace harassment, contact Carolyn Lyle, at the Office of EEO at (703) 325-1959. This policy supersedes Anti-Harassment Policy Statement dated, January 13, 2009.

A handwritten signature in black ink, appearing to read 'Stanley L. Sims', written in a cursive style.

Stanley L. Sims
Director