



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

Equal Employment Opportunity and Prevention of Sexual Harassment

DP 500-07
January 18, 2011

Equal Employment Opportunity
OPR: DeCA/EE

1. PURPOSE. This policy communicates the Director's full and firm support for the Equal Employment Opportunity (EEO) and Prevention of Sexual Harassment programs. The Defense Commissary Agency (DeCA) has zero tolerance for discrimination that denies opportunities based on race, color, national origin, gender, age, religion, or disabilities. Similarly, there is no tolerance for sexual harassment within DeCA.

2. POLICY.

a. EEO is an essential element of accomplishing DeCA's mission. Not only is EEO required by law, it is the *right* thing to do. All DeCA employees or applicants for employment will be afforded equal opportunity in all personnel management decisions and employment actions. There should be no lack of opportunity because of one's race, color, national origin, gender, age, religion, or disability.

b. I am firmly committed to supporting EEO programs, complying with EEO statutes and regulations, and fostering a workplace that is a model for employment opportunity and employee harmony. Moreover, all managers and supervisors shall adhere to diversity and affirmative employment program objectives when fulfilling personnel management responsibilities, as we work together to shape the workforce.

c. There are two critical cornerstones to a successful EEO program – communication and training. We must communicate our value of diversity and recognize that if we show commitment to all of our employees, they will, in turn, enhance service to our customers. Training programs should help our employees understand the need to treat people with dignity, worth, and respect. Every employee must be given equal opportunity to advance to his or her full potential without regard to improper discrimination.

d. DeCA fully endorses both the U.S. Equal Employment Opportunity Commission's and the Department of Defense's policies on sexual harassment. These documents conclude sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

e. All of our employees – supervisory and non-supervisory – must be fully trained in the prevention of sexual harassment in the workplace.

f. Individuals in our workforce have the right to file a complaint of discrimination and/or to report an incident of sexual harassment, without any retaliation against them. Employees' concerns must be expeditiously addressed. When evidence supports a finding of discrimination, immediate action must be taken to resolve the problems.

g. Support of EEO principles will be considered a critical element in all DeCA managers' and supervisors' performance appraisals. Efforts to further diversity will be weighed heavily as an evaluation element for award recommendations.

h. I have a zero tolerance for sexual harassment. It is unlawful for managers, supervisors, or employees to engage in sexual harassment. Sexual harassment complaints within DeCA will receive immediate attention and thorough investigation. Appropriate disciplinary action for sexual harassment offenses can range from warnings to removal from the Federal Service. Quite simply, sexual harassment cannot and will not be tolerated in the DeCA workplace.

3. RESPONSIBILITY.

a. DeCA employees shall perform their duties and conduct themselves in such a manner that the principles of EEO and the prevention of sexual harassment are reflected.

b. Managers, supervisors, and employees shall ensure:

(1) All DeCA personnel are treated fairly and equitably.

(2) All DeCA personnel receive training in the prevention of sexual harassment.

(3) DeCA policy regarding EEO and the prevention of sexual harassment is widely disseminated.

(4) Prompt, corrective action is taken whenever a finding of discrimination or sexual harassment is brought to their attention.

(5) The rights of an individual to file a complaint of discrimination or to report an incident of sexual harassment are respected without fear of retaliation.

c. I expect every employee to fully support DeCA's EEO program and its associated principles. Each of us must work together to create an environment in DeCA that values diversity, fosters mutual respect and teamwork, and permits an opportunity for employees to grow professionally. I expect and will accept nothing less.

4. EFFECTIVE DATE. This Policy is effective immediately.



Joseph H. Jeu
Director