



DEPARTMENT OF DEFENSE

Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

DP 500-07
September 30, 2015

Equal Employment Opportunity
OPR: DeCA/CCE

SUBJECT: Equal Employment Opportunity and Prevention of Sexual Harassment

1. PURPOSE. This Director's Policy (DP) communicates the Director's full and firm support for the Equal Employment Opportunity (EEO) and Prevention of Sexual Harassment (POSH) programs. It is policy of the Defense Commissary Agency (DeCA) to maintain a model workplace free from harassment and other forms of discrimination on the basis of race, color, religion, sex (including harassment of a sexual or non-sexual nature, pregnancy, gender identity, and sexual orientation), national origin, age, disability, reprisal, and genetic information.

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, former employees, some contingent 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, religion, sex (including harassment of a sexual or non-sexual nature, pregnancy, gender identity and sexual orientation), national origin, age, disability, reprisal, and genetic information.

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,

civility, 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 the policies of both the U.S. Equal Employment Opportunity Commission and the Department of Defense on sexual harassment. These documents define sexual harassment as a form of sex discrimination that includes 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. Additionally, harassment based on sex can include conduct which is not of a sexual nature, such as offensive remarks about a person's sex (gender), or intimidating remarks made to a person because of that person's sex, i.e., gender.

e. All of our employees, supervisory and non-supervisory, must be fully trained in POSH 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 reprisal. Employees' concerns must be expeditiously addressed. When evidence supports a finding of discrimination, immediate action must be taken to resolve the problem.

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

3. RESPONSIBILITIES.

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

b. Managers and supervisors shall ensure:

- (1) All DeCA personnel are treated fairly and equitably;
- (2) All DeCA personnel receive POSH training;
- (3) DeCA policy regarding EEO and POSH is widely disseminated;
- (4) Prompt action is taken whenever an allegation of discrimination or sexual harassment is brought to their attention; and
- (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 reprisal.

c. I expect every employee to fully support DeCA's EEO programs 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 opportunities for employees to grow professionally. I will accept nothing less.

4. APPLICABILITY. This DP applies to the responsibilities according to the requirements of DoD Publications program, in accordance with DoDI 5025.1, as amended.

5. RELEASABILITY. **Cleared for public release**. This DP is available on DeCA's Internet Website at www.commissaries.com.

6. EFFECTIVE DATE. This DP is effective immediately.



Joseph H. Jea
Director