

UNCLASSIFIED



**THE JOINT STAFF**  
WASHINGTON, DC

DJSM 0070-20  
08 June 2020

Reply Zip Code:  
20318-0300

MEMORANDUM FOR ALL JOINT STAFF PERSONNEL

SUBJECT: Anti-Harassment Policy

1. The Joint Staff will not tolerate harassment in any form or at any level, and is committed to taking proactive measures to prevent harassment and correcting incidents of harassing conduct immediately.
2. Harassment is any unwelcome verbal or physical conduct by any senior, peer, or subordinate, military, civilian, or contractor, so offensive that it alters the conditions of employment. Every employee is responsible for maintaining a harassment-free work environment, and ensuring that they do not engage in activities or practices that create an offensive or hostile work environment for their co-workers.
3. Employees who observe or are aware of possible harassment must immediately report it to their supervisor before the harassment becomes severe or pervasive. Any manager who becomes aware of harassment must take immediate and appropriate corrective action, is encouraged to resolve it at the lowest possible level, and must ensure the harassment stops and does not reoccur.
4. If you believe that you are the subject of harassment in violation of this policy, contact your first line supervisor (or second level if the alleged harasser is your first line supervisor). Upon receipt of a report, the appropriate management official will investigate the allegations and take appropriate corrective or disciplinary action.
5. You may also contact the Joint Staff Equal Employment Opportunity (EEO) and Diversity (EEOD) Office at 757-203-5456, 703-692-2471, or via e-mail at [js.pentagon.dom.mbx.eeod-mailbox@mail.mil](mailto:js.pentagon.dom.mbx.eeod-mailbox@mail.mil) to initiate an EEO complaint. Individuals should contact EEOD within 45 days of the alleged incident of harassment.

A handwritten signature in black ink, appearing to read "WDBJ", is located below the list of points.

WILLIAM D. BYRNE, JR., RADM, USN  
Vice Director, Joint Staff

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