

UNCLASSIFIED



THE JOINT STAFF

WASHINGTON, DC

Reply Zip Code:
20318-0300

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08 June 2020

MEMORANDUM FOR ALL JOINT STAFF PERSONNEL

SUBJECT: Policy on the Prevention of Sexual Harassment

1. Sexual harassment is unwelcome, hostile, or offensive conduct by any senior, peer, or subordinate military, civilian, or contractor that is based on an employee's sex. Examples of sexual harassment include sexual advances, requests for sexual favors, or physical conduct of a sexual nature. Offensive conduct may become sexual harassment when submission or rejection of the conduct is a basis for employment decisions, when the conduct interferes with work performance, or when it creates a hostile work environment. A victim may be anyone affected by the conduct, and not just the person at which the conduct is directed.
2. An employee who believes they have been a victim of sexual harassment should immediately inform the alleged harasser that the behavior is inappropriate and unwelcome, and that the behavior must stop. The employee should also report the behavior to a supervisor, manager, someone else in their chain of command, or an official within the Equal Employment Opportunity and Diversity (EEOD) Office. Any employee who observes conduct that could be sexual harassment should report the behavior to a management official. Supervisors and managers will immediately report all allegations of sexual harassment to the EEOD Office.
3. Reports of sexual harassment will be investigated promptly and fully. There will be no retaliation for reporting sexual harassment or filing a sexual harassment complaint. Management must ensure the workplace is free of sexual harassment and will ensure that all military and civilian personnel, including contractors, are aware of this policy.
4. Employees and applicants who feel they have been subjected to sexual harassment may contact the Joint Staff EEOD Office at 757-203-5456, 703-692-2471, or via e-mail at 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 positioned above the typed name.

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

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