



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS, EUROPE
OFFICE OF THE DIRECTOR
UNIT 29649, Box 7000
APO AE 09002-7000



August 30, 2010

POLICY MEMORANDUM
Anti-Harassment Policy

The purpose of this policy is to state the Department of Defense Dependents Schools-Europe's (DoDDS-E) commitment to maintaining an environment free from workplace harassment. This policy applies to all DoDDS-E employees, contractors, students, and visitors with DoDDS-E and throughout its five school districts (Bavaria, Heidelberg, Isles, Kaiserslautern, and Mediterranean).

Workplace harassment can be based upon race, color, religion, sex (including sexual harassment), national origin, age (40 and over), or disability (mental and/or physical). Within DoDDS-E, administrators, managers, and supervisors will be held to a higher standard in the workplace, setting the tone for the entire area, district, school, and office. It is our responsibility as an administrator, manager, or supervisor, to set an example for our subordinates, keep the workplace professional, and abide by and enforce Agency policy.

As stated in Department of Defense Education Activity (DoDEA) Policy Memorandum 10-DME0-001, dated November 4, 2009, harassment is unacceptable conduct and **WILL NOT BE TOLERATED** at any level and in any location that can be reasonably regarded as an extension of the workplace.

In addition, all retaliatory conduct is prohibited. Retaliation/reprisal refers to prohibited acts of retaliation against those who file EEO complaints, or who otherwise participate in the EEO process as representatives, witnesses, investigators, counselors or program officials. Title 29 CFR 1614.101(b) prohibits acts of reprisal.

All administrators, managers, and supervisors should have in place proactive measures to provide harassment training on a regular basis to the workforce. All administrators, managers, and supervisors are required to establish procedures for reporting and investigating incidents of harassment.

Employees who believe they have been subjected to workplace harassment or who have questions concerning this policy should contact William Suddeth, the Diversity Management and Equal Opportunity (DME0) Program Manager of DoDDS-E, at DSN 334-2490 or (49)-(0) 6134-604-490 or by e-mail at william.suddeth@eu.dodea.edu. The

aggrieved person must bring the matter to the attention of the DMEO Program Manager within 45 days of the occurrence.

I am fully committed to vehemently enforcing this anti-harassment policy, and expect senior staff to work in advancing the policy throughout DoDDS-E.

This policy should be posted on all official bulletin boards in compliance with Title 29 CFR 1614.102(b)(6).



Dr. Nancy C. Bresell
Director, DoDDS-Europe