



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
PACIFIC AREA OFFICE  
UNIT 35007  
APO AP 96376-5007  
August 31, 2012

12-PAC-009  
Director's Office Division  
Expires August 2013

MEMORANDUM FOR ALL EMPLOYEES, DODEA PACIFIC

SUBJECT: DoDEA Pacific Policy on Prevention of Sexual and Non-Sexual Harassment

Sexual harassment and non-sexual harassment are illegal and harmful. Harassment directly impacts our ability to fulfill our mission. Therefore, every employee in DoDEA Pacific must know that sexual or non-sexual harassment by anyone in the workplace, including supervisors and co-workers, will not be tolerated.

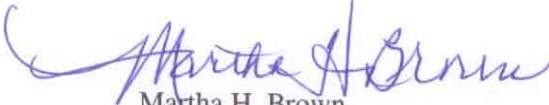
Leaders and supervisors are expected to set and expect high standards of exemplary professionalism by personal example. This policy applies to conduct that occurs in the workplace and extends to conduct that occurs at any location which can be reasonably regarded as an extension of the workplace. An employee found to have engaged in workplace harassment will be subject to disciplinary action up to and including removal. Supervisors who know or should have known of workplace harassment and fail to report such behavior, or fail to take immediate, appropriate, corrective action, will be subject to disciplinary action up to and including removal.

Sexual harassment can be verbal, physical, or pictorial. A claimant of sexual harassment does not have to be the person at whom the offensive conduct is directed but can be anyone affected by the conduct. Examples of non-sexual harassment are: profane and/or offensive language; disparaging or disrespectful comments; or threatening, intimidating, or hostile acts.

If you believe you are a victim of harassment, you should let the alleged harasser know that the behavior is unwelcome. If this matter cannot be immediately resolved at the lowest possible level or you feel uncomfortable confronting the alleged harasser, you must expeditiously report the incident(s) to the appropriate supervisory level or to the Diversity Management and Equal Opportunity Office (DMEO) so that DoDEA can take appropriate action. An aggrieved employee or applicant should contact the DMEO office within 45 calendar days of the alleged incident of harassment to file a complaint.

The confidentiality of harassment complaints will be protected to the extent possible. Confidentiality cannot be guaranteed since DoDEA cannot conduct an appropriate inquiry without revealing certain information. All employees are obligated to give information they possess to investigators or supervisors if the inquiry relates to official matters.

To contact the DMEO Office, email [DoDDS-P.EEO@pac.dodea.edu](mailto:DoDDS-P.EEO@pac.dodea.edu) or call DSN 644-5656 or 644-5682. This policy should be posted on all official bulletin boards in compliance with Title 29 CFR 1614.102(b)(6) and replaces 11-PAC-009 dated August 15, 2011.

  
Martha H. Brown  
Senior Civilian Leader