



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1400

AUG 09 2013

MEMORANDUM FOR ALL DEPARTMENT OF DEFENSE EDUCATION
ACTIVITY EMPLOYEES AND APPLICANTS FOR
EMPLOYMENT

SUBJECT: Annual Equal Employment Opportunity Policy Statement


All Department of Defense Education Activity (DoDEA) employees and applicants for employment will be provided equal employment opportunities. This applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, transfer, absence and leave, compensation, and training. DoDEA prohibits and will not tolerate any form of discrimination or harassment based on race, color, religion, sex, national origin, age, disability, genetic information, or reprisal for participating in a protected Equal Employment Opportunity (EEO) activity. All personnel policies, practices, and operations will be consistent with this mandate and comply with EEO regulatory guidelines.

Managers must demonstrate leadership that fosters a workplace that is free from discrimination and establish procedures for reporting and investigating incidents of discrimination. All employees must treat each other with respect and professionalism and take immediate, appropriate measures to identify, prevent, and stop all forms of unlawful discrimination. Acting together, we will accomplish the goal to achieve a workplace free of harassment and discrimination.

Any employee or applicant for employment who believes he or she has been discriminated against has a right to use the DoDEA EEO counseling process. Contact with an EEO representative must be made within 45 days of the occurrence. For information about the EEO process, go to the DoDEA, Diversity Management and Equal Employment (DMEO) office web page: <http://www.dodea.edu/Offices/DMEO/compliance.cfm>. EEO contact information is located at: www.dodea.edu/Offices/DMEO/contacts.cfm, or you may contact the Chief, DMEO at (571) 372-0964.

In accordance with Title 29 of the Code of Federal Regulations, Section 1614.102 (b) (5), all managers are required to post this annual Policy Statement in prominent locations in all DoDEA controlled work sites as a continual reminder that discrimination, in any form, is unacceptable and a direct violation of Federal discrimination laws, regulations, and policies.

This Policy Statement is effective immediately.


Marilee Fitzgerald
Director