



DEFENSE LOGISTICS AGENCY  
LAND AND MARITIME  
P.O. BOX 3990  
COLUMBUS, OHIO 43218-3990

MEMORANDUM FOR DLA LAND AND MARITIME

JUL 3 0 2012

SUBJECT: Commander's Policy on Anti-Harassment and Complaint Procedures

DLA Land and Maritime is committed to providing an environment free of harassment. I want to remind all personnel that DLA Land and Maritime will not tolerate any form of harassment, nor will it tolerate any form of retaliation against those complaining about harassment, or those participating in an investigation concerning harassment.

For the purpose of this policy, "harassment" is any unwelcome verbal or physical conduct that shows hostility or aversion towards a person because of their protected characteristics, such as; race, color, sex, age, national origin, religion, mental or physical disability, or reprisal for participating in a protected activity, or sexual orientation for the purpose or effect of creating a hostile or offensive work environment. This prohibition applies to anyone in DLA Land and Maritime work place, including supervisors, employees, contractors or visitors.

Any person encountering harassment is encouraged to inform the offending person their behavior is unwelcome in order to place them on notice that you find their actions offensive. Any employee, who perceives he or she is a victim of harassment or subject to harassment, is strongly encouraged to document and report the incident orally or in writing through their chain of command or the Equal Employment Opportunity Office and requests steps be taken to resolve the situation.

Employees may seek assistance through reports to supervisors, the Equal Employment Opportunity Office, or to their organization's Employee Relations Specialist. DLA Land and Maritime will protect the confidentiality of harassment complaints to the best extent possible. Based on the nature and context, supervisors will take timely and appropriate action to resolve the complaint including warranted, appropriate disciplinary action.

Managers and supervisors shall ensure this policy is strictly enforced and fully understood by the entire workforce. A copy of this policy statement will be posted on all official bulletin boards. If you have any questions, please contact DLA Land and Maritime Equal Employment Opportunity Office at (614) 692-2577 or DSN 850-2577.

A handwritten signature in black ink, appearing to read "D. Pimpo", is located below the main text.

DAVID R. PIMPO  
RDML(Sel), SC, USN  
Commander