



DEFENSE LOGISTICS AGENCY
TROOP SUPPORT
700 ROBBINS AVE
PHILADELPHIA, PENNSYLVANIA 19111-5092

December 07, 2022

COMMANDER'S POLICY STATEMENT

No. 02

MEMORANDUM FOR ALL DLA TROOP SUPPORT EMPLOYEES

SUBJECT: Sexual Harassment

DLA Troop Support's policy on sexual harassment is clear: Sexual harassment, in any form, is illegal, unproductive, inconsistent with our organizational philosophy, and will not be tolerated.

Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. It is unwelcomed behavior, adversely affecting an individual's employment, unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

All employees and/or applicants must be afforded the opportunity for a professional environment free from unwelcomed or unsolicited verbal or physical conduct of a sexual nature, or sexually explicit jokes, objects, or pictures. Management officials and employees must all do their part to ensure this policy is strictly enforced.

Any employee who believes he/she is a victim of sexual harassment has the right to seek redress without fear of reprisal or retaliation. Employees may discuss the matter with their supervisor, the next level of management, DLA Human Resources or the Equal Employment Opportunity (EEO) Office. The EEO Office is in Building 45-1st Floor. Supervisors/managers will promptly coordinate with Human Resources and EEO any complaints that are brought to their attention. Complaints will be immediately investigated, and solutions or remedial actions will be found or taken, as necessary.

Prevention is the best tool for elimination of sexual harassment. I hold the DLA Troop Support leadership accountable for taking all steps necessary to prevent sexual harassment from occurring by communicating this policy and by encouraging any employee who feels they are experiencing sexual harassment in the workplace to come to you for assistance.

For additional information, please contact DLA Troop Support's EEO Complaint Manager, Ms. Marquita Dobbins, EEO Office, at 215-737-2318.

A handwritten signature in black ink, appearing to read "Eric P. Shirley", is written over a faint, larger signature.

ERIC P. SHIRLEY
Brigadier General, USA
Commander