



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 1020.02

DEC 15 2011

J-1

SUBJECT: Prevention and Elimination of Unlawful Harassment in the Workplace

References: See Enclosure

1. PURPOSE. In accordance with the authority in References (a) through (d), and with the guidance in DoD Directives 1350.2 and 1440.1 (References (e) and (f)), this Directive:

a. Establishes policy and guidance to Joint Task Force National Capital Region Medical (JTF CapMed) personnel on the Commander's Equal Opportunity & Equal Employment Opportunity policy on prevention and elimination of unlawful harassment in the workplace.

b. Reissues and cancels JTF CAPMED-D 1020.02 (Reference (g)).

2. APPLICABILITY. This Directive applies to JTF CapMed and all Joint Medical Treatment Facilities and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. DEFINITIONS. Unlawful harassment. Unwelcome, offensive, or intimidating conduct, e.g. ridicule, abuse, insults, derogatory comments, that is directly or indirectly based on an employee's race, color, age, national origin, religion, disability, and sex to include sexual harassment, sexual orientation, marital status, political affiliation, parental status, and reprisal for participation in protected activity when the following occurs:

a. The conduct is sufficiently severe or pervasive to create a hostile work environment; or

b. A supervisor's conduct results in a tangible change in an employee's employment status or benefits.

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4. POLICY. It is JTF CapMed policy to:

a. Prevent unlawful harassment from occurring and to address such conduct that does occur before it becomes severe or pervasive.

b. Prohibit all applicants and employees from harassment, unlawful discrimination, and retaliation whether engaged in by fellow employees, supervisors, managers, or someone not directly employed by the JTF CapMed (e.g., an outside vendor, contractor, or customer).

5. RESPONSIBILITIES

a. Employees. Employees shall:

(1) Immediately report any discrimination and/or harassment that they experience or observe to the appropriate management official in or outside their chain of command. Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of harassment.

(2) Take reasonable steps to avoid harm from unlawful harassment. Retaliation against an employee for reporting harassment or participating in an investigation is prohibited and, like harassment or discrimination, may subject an individual to disciplinary actions.

b. Leaders. Leaders, at all levels, shall be responsible and accountable for ensuring compliance with this policy.

6. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil

7. EFFECTIVE DATE. This Directive is effective immediately.



J. M. MATECZUN
Vice Admiral, MC, U.S. Navy
Commander

Enclosure
References

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ENCLOSURE

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, “Establishing Authority for Joint Task Force – National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified),” September 12, 2007
- (b) Deputy Secretary of Defense Action Memorandum, “Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical,” January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) DoD Directive 1350.2, “Department of Defense Military Equal Opportunity (MEO) Program,” August 18, 1995
- (f) DoD Directive 1440.1, “The DoD Civilian Equal Employment Opportunity (EEO) Program,” May 21, 1987
- (g) JTF CAPMED-D 1020.02, “Prevention and Elimination of Unlawful Harassment in the Workplace,” May 17, 2010 (hereby canceled)